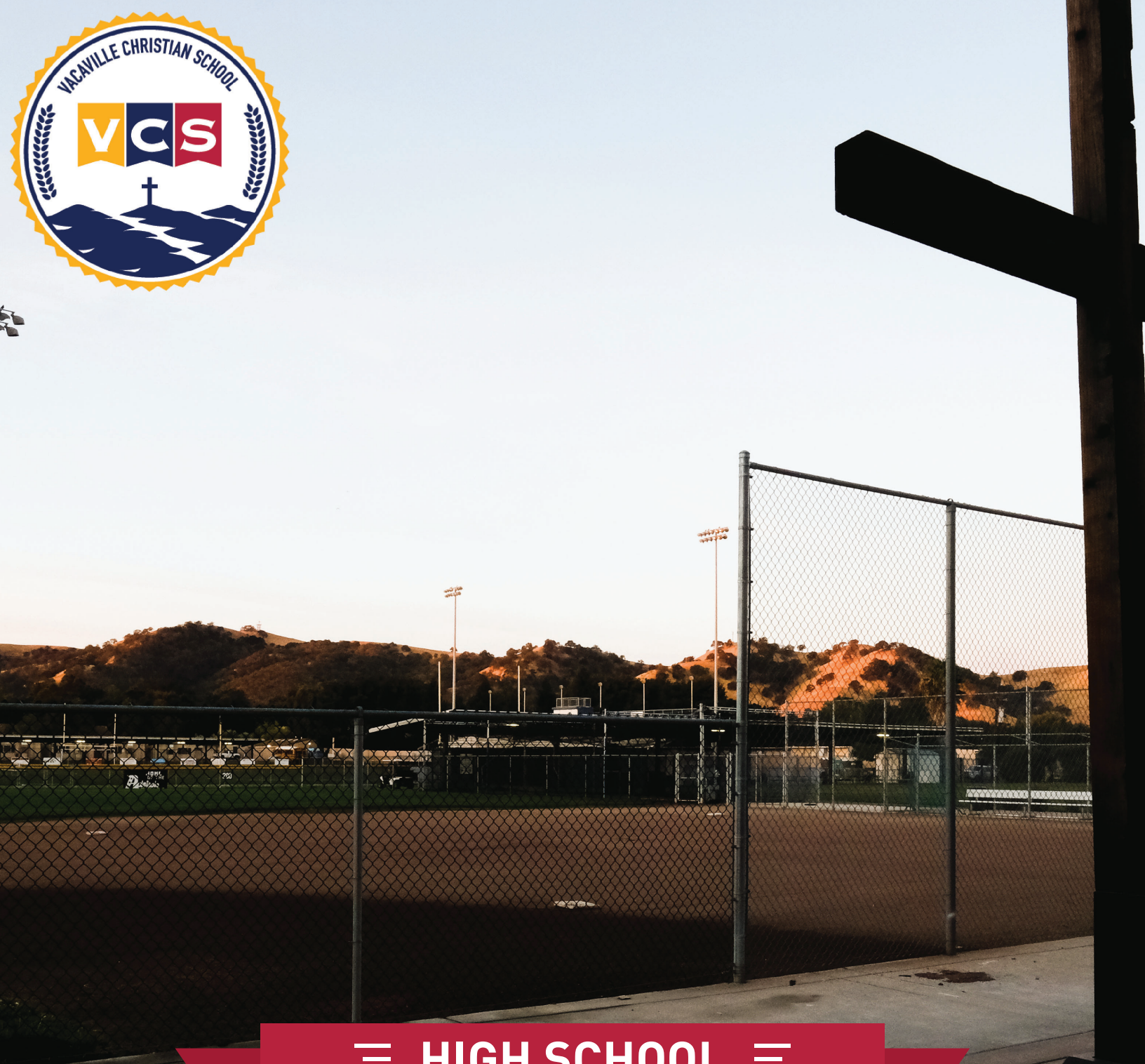




≡ HIGH SCHOOL ≡

VACAVILLE CHRISTIAN SCHOOL
2026–2027

PARENT & STUDENT HANDBOOK

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OUR HISTORY

VCS is a private, coeducational, interdenominational Christian school that began as a vision to establish a place where faith and educational excellence could be integrated. In 1975, Vacaville Christian School opened its doors, and the families of 35 students were welcomed. Since our beginning as Vacaville Christian Academy, it has been our mission to provide a quality Christian education in a nurturing environment, equipping young people to achieve their full potential in life and in practical service to Jesus Christ.

Today, by the grace of God, the school continues to grow in both size and excellence. With the addition of many academic, sports, and extracurricular programs over the years, VCS has flourished to serve nearly 1,000 students annually, from young preschool to high school seniors.

Our local communities recognize VCS as a leader in Christian education. Since 2007, annually, VCS continues to be voted “The Best of Solano County” by the Daily Republic and The Reporter newspapers. Our outstanding academic program offers AP and Honors courses for college-bound students. To that end, the students of Vacaville Christian School are equipped for lifelong learning and success.

“THE CHILDREN AT VCS ARE RECEIVING AN EDUCATION THAT WILL PROVIDE THEM WITH MANY OPPORTUNITIES THROUGHOUT THEIR LIFETIMES.”

—Former Mayor Len Augustine, City of Vacaville



F

FAITHFUL FOLLOWERS OF CHRIST.

A

ACHIEVERS OF ACADEMIC EXCELLENCE.

L

LIFELONG LEARNERS.

C

CRITICAL THINKERS.

O

OUTSTANDING COMMUNICATORS.

N

NURTURING, GODLY LEADERS.

S

SERVANTS OF OTHERS.

SECTION 1 - CHOICE OF EXCELLENCE

Mission Statement

Vacaville Christian School exists to provide, in partnership with home and church, a distinctive, Christ-centered education in a nurturing environment, which equips young people to excel in life and in service to Jesus Christ.

Lifestyle Statement

The Bible, not personal judgment, determines what is true and right. Scripture provides instructions for how we are to live, both privately and publicly. The New International Version (NIV) is the version of the Bible used by Vacaville Christian School.

Marriage, Gender, and Sexuality Statement

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman married to one another. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Vacaville Christian School as the local Body of Christ and to provide a biblical role model to all within and without the VCS community, it is imperative that all persons employed by VCS in any capacity, or who serve as volunteers in a position of leadership, agree and aspire to live in accordance with this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe God offers redemption and restoration

to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of VCS.

Statement of Faith

VCS was founded and functions on the basic fundamental principles of the Word of God and espouses the historic Christian view of life as presented in the Bible.

We believe the Bible to be the only Word of God, divinely inspired, inerrant, infallible, completely expressing His purpose to mankind. We accept the Bible as our final authority and the all-sufficient and complete rule for faith and conduct (2 Timothy 3:15-17; 1 Peter 1:21).

We believe there is one God who is eternally existent in three persons: God the Father, Creator and Ruler of the universe, by Whom all life exists (Genesis 14:22; 1:1; Colossians 1:17); Jesus Christ, God the Son, sent to take the form of a man in order to put God's plan for humanity into effect (John 17:5; Philippians 2:5-11; Hebrews 1:2); God the Holy Spirit, who reveals Jesus Christ and God's plan to the Christian and bears witness to God's work in our world (John 16:13-14; 1 Corinthians 2:9).

We believe in the person of Jesus Christ, God's only eternal Son. Born of a virgin, He lived a sinless life, performed mighty miracles, died for the sins of the whole world, and rose again to conquer sin, death, and hell. He ascended to the right hand of His Father to intercede on our behalf and will return to earth again for those who have personally accepted the forgiveness of sin through Him (Isaiah 7:14; Hebrews 7:26; 1 Corinthians 15:3-4).

We believe all mankind is born sinful and is separated from God. Individual repentance and forgiveness through Jesus Christ are essential to obtain right standing before God (Romans 10:9-17; John 3:16; Titus 2:11-13).

We believe in the continuing ministry of the Holy Spirit, who dwells within every Christian and enables him or her to live a godly life (Ephesians 5:18; 4:30; 1 Corinthians 3:16).

We believe in the resurrection of the dead, both for those saved through Jesus Christ and for those who are lost through their own rejection of Christ's forgiveness. Those who are saved will be resurrected unto life and those who are lost unto separation from God forever and damnation (1 Thessalonians 4:16–17; Revelations 19:20; 20:11–15).

We believe in the spiritual unity of all believers in the Lord Jesus Christ (Ephesians 1:22–23; Romans 8:9).

School Philosophy

VCS partners with families who desire to reinforce Biblical values at home, church, and school. The administration, faculty, and staff are committed to working hand-in-hand with parents to ensure a Christian learning environment. This Christian learning environment is founded on the following criteria and standards:

- The belief all truth in the created universe emanates from God.
- The foundational truth Jesus Christ, God's Son, is the only way to God and that repentance of sin and belief in Him assures one of eternal life.
- The conviction that Jesus Christ is central to all understanding and wisdom, not only in the Bible, but in history, geography, science, mathematics, music, the arts, extracurricular activities, and all aspects of the universe, including one's personal daily life.
- The belief that responsibility for a child's education comes directly from God to the parents. Our school seeks to partner with parents as an extension of this Biblical principle.
- The conviction that consistent Christian values and a Biblical worldview are to be reinforced at home, church, and school.
- The commitment to Christ-centered instruction of the highest quality so that pupils are prepared to take their place in the home, the church, and the world in a manner that glorifies God.
- The conviction from the Lord Jesus Christ and His Word should be the guiding standard for all VCS board members, administrators, faculty and staff members, students, and parents.

Spiritual Emphasis

As a private Christian school, the leadership of VCS believes that spiritual growth is not a one-time event, but a journey toward Christ-likeness (Ephesians 5:1–2). It is our desire that students who do not know Jesus as their Lord and Savior come to know him as such and that students who do know Jesus as their Lord and Savior continue to grow and mature in their relationship with Him.

Throughout the course of the school year, VCS students may be exposed to presentations from outside organizations, speakers, and churches. Events include chapels, concerts, and conference-like seminars. Our chapel leadership group and student government will assist in planning events and themes for spiritual emphasis. In line with the Great Commission, some events may be conducive to inviting outside guests and friends to hear God's Word and meet VCS students and staff.

Chapel

As a private Christian school that integrates classroom academics and Christian instruction, VCS considers the students' growth in faith is of utmost importance. Students worship during a scheduled chapel time with their peers at which attendance is required. Students are encouraged to worship regularly with their parents in a local church of their choice. Parents are always welcome to attend chapel with their children. All students must follow their grade-level dress code policy for their chapel dress. Please refer to grade-level specific dress code policies within this handbook.

Bible

VCS believes the Bible is the infallible Word of God and, therefore, the standard by which all values, as reflected in all school programs, policies, and traditions, are measured. Bible classes are required as an integral part of our curriculum. High School and Middle School students use the NIV version of the Bible for classroom instruction. Bibles are to be protected in a Bible cover, and students are required to bring their Bible (standard book format, not an iPad app) to Bible class each day. Students in grades 2–12 are required to have an NIV Bible at school. Class sets are provided for use in first grade. Preschool uses the New International Version translation for classroom teaching.

Church Attendance

It is vital that families recognize the value of church attendance and the positive impact it has on their children. We ask that families partner with VCS by committing to attend a local church regularly.

SECTION 2 - ENROLLMENT

VCS ESLRs: (Expected Student Outcomes)

VCS exists to educate students so they will become:

- F** Faithful Followers of Christ
- A** Achievers of Academic Excellence
- L** Lifelong Learners
- C** Critical Thinkers
- O** Outstanding Communicators
- N** Nurturing, Godly Leaders
- S** Servants of Others

Accreditation

VCS is dually accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI). With these accreditations, VCS meets the standards of both the academic community and the community of faith.

Racial Nondiscrimination Policy

VCS admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admissions policies, scholarships, athletics, and other school-administered programs. If you believe that an incident of discrimination has occurred, you are urged to bring the matter promptly to the attention of the Head of School or another administrator under the complaint procedure described in VCS's Harassment Policy (See Section 6).

Admissions Statement

VCS seeks applications from families whose children embrace Christian values, are of good character, and demonstrate a desire for academic achievement. Acceptance is based upon the evaluation of a personal interview, educational performance, support for our statement of faith, and the student's desire to attend VCS. Acceptance and enrollment are at the sole discretion of the school.

Expectations for Student and Parent Conduct

It is a privilege to attend VCS. Students should realize that they are responsible at all times to conduct themselves in a manner that brings credit to the name of Christ, their family, themselves, and their school. By virtue of enrolling at VCS, each student agrees to live within the framework of the school's standards of conduct. Re-enrollment each year is contingent upon maintaining these standards.

VCS reserves the right to discontinue a student's enrollment based upon the student's uncooperative, disruptive, or other unacceptable behavior and/ or poor levels of academic achievement, as determined by the Head of School in his or her sole discretion.

Furthermore, a positive and constructive working relationship between VCS and Student's parent(s)/ guardian(s) is essential to the fulfillment of VCS's educational purpose. I/we understand that VCS reserves the right to dismiss a student if the Head of School, in his or her sole discretion, determines that the actions of a parent(s)/guardian(s) impair the positive and constructive relationship with VCS.

VCS's expectations about the behavior and actions of its students and their parent(s)/guardian(s) include both on- and off-campus behavior and actions.

VCS Parent and Staff Code of Conduct Policy

It is crucial to maintain a positive, safe, respectful, and Christ-centered learning environment for the students and staff of Vacaville Christian School, as well as constructive partnerships between our staff and our parents. For these reasons, it is essential that all parents and staff be aware of their responsibilities and adhere to the expected Code of Conduct as set forth in this policy:

Expectations of VCS Parents:

- Recognize that educating children is a shared responsibility between parents and the school community, rooted in our faith and mission at Vacaville Christian School.
- Actively participate in school events and activities throughout the year, and attend school meetings when requested.
- Read and respond to school communications promptly and respectfully.
- Communicate with teachers and staff in a respectful and collaborative manner, fostering trust and reflecting Christian principles.
- Work respectfully with faculty to address any behavior issues.
- Treat all school community members with dignity and respect, even during disagreements.
- Ensure conversations on school grounds are appropriate and language used is suitable for our school environment.
- Maintain respect and contribute positively to others in all electronic communications.
- Support and reinforce Vacaville Christian School's disciplinary actions and policies, understanding the parental role in maintaining a Christ-centered student environment.
- Be a positive ambassador for VCS in the wider community, promoting its values and mission.

Matthew 18 Policy - At VCS, we as a staff are committed to, and expect parents to also commit to, resolving any school related concerns or conflict according to our school's "Matthew 18" policy.

Step #1 - Any disputes or concerns should first be respectfully, in a spirit of humility, expressed directly to the person involved. We desire to resolve most situations at this level and believe relationships and trust are built by face-to-face discussions between those involved.

Step #2 - If the situation still cannot be resolved through step #1 (and only after this step has been taken), schedule a meeting with the responsible person and his or her immediate supervisor.

Step #3 - If you still cannot resolve the concern, it is necessary and appropriate to escalate the concern to the principal, Head of School, and Board of Directors, as necessary for resolution.

Additional Matthew 18 Principles:

- **Keep the matter confidential.** Please be respectful and refrain from gossip!
- **Be both respectful and straightforward in sharing your concerns.** Restoration and improvement can only come when the issues are lovingly, yet clearly, presented.
- **Be forgiving.** Once the issue is resolved, we should wholeheartedly forgive the other person!

Partnership is also a mutual activity. The word partnership comes from the Latin word, *partitionem*, which means to "be a sharer or partaker together in anything". At VCS, we recognize that we are working together in the education of our students. Therefore, as a staff, we mutually commit to the following:

Expectations of our VCS Staff, Faculty, and Coaches:

- Demonstrate exemplary behavior, positive attitudes, and professionalism towards students, parents, and colleagues, fostering a partnership built on Christian trust and respect.
- Create and maintain a positive, safe, respectful, and academically rigorous learning environment, rooted in the development of a Biblical worldview.
- Communicate appropriately with all school community members, embodying integrity, honesty, empathy, and respect.
- Address student behavior issues with patience and understanding, partnering with parents to uphold our Christian commitment to a supportive learning environment.
- Actively participate in school events, meetings, and Christian-based activities to enrich the educational experience in alignment with our faith.
- Collaborate with all school community members with dignity and respect, showing a Christ-centered understanding and care for their needs.
- Commit to continuous professional and spiritual growth, seeking to better serve the students and families within our Christian framework.

- Regularly participate in a local Christian church for both worship and community fellowship.
- Support, both personally and professionally, the statements of faith and non-denominational, Christian theological positions of Vacaville Christian School.
- Respond graciously, promptly, and effectively to any questions, concerns, or conflict with others, be they parents or staff, within the VCS community.

Re-enrollment

Each January, VCS will publish the next year's tuition rates and fees.

Definition of Continuous Enrollment: A student will have continuous enrollment at VCS each academic year, without the need to complete re-enrollment forms. Current students' enrollment will renew each successive academic year until the student has completed 12th grade at VCS. Any termination of Continuous Enrollment for the following school year will incur a late withdrawal fee of \$375, except when providing written notice of termination (withdrawal form) for the following school year to the **Admissions Office**, no later than March 1st.

Retention

Students must maintain satisfactory grades and progress in order to be promoted to the next grade level. In some cases, a student may be required to attend summer tutoring and/or take a summer class online (MS and HS students) to determine promotion to the next grade level. In other cases, a student may be retained after a conference with his or her parent, teacher, and principal, if it is agreed that retention is in the best interest of the child. The final decision rests with the school administration.

Withdrawals

It is not the policy of Vacaville Christian School (VCS) to enroll students for less than a full school year, as the school's annual budget is based on the receipt of a full year's tuition. However, VCS understands that unforeseen circumstances may occasionally require a family to withdraw a student before the end of the school year.

If a withdrawal becomes necessary, parents or guardians must provide written notice by completing a Withdrawal Form.

The form may be requested by emailing **admissions@go-vcs.com** or obtained from the **Admissions Office**.

The signature of all departments is required on the withdrawal form to ensure that there are no outstanding fees (library, sports, electives, camp, etc.). Registration and student fees are not refundable. **Families acknowledge that if a withdrawal form is not completed, submitted, and approved by the Finance Department, daily tuition charges will continue to accrue until all requirements for official withdrawal have been met.**

Preschool: This contract is for the entire school year. Accordingly, to withdraw a child from the Preschool Department, a form in the **Admissions Office** must be completed by the parent. Thirty-day written notice is required for withdrawal from VCS. Parents should understand that they are responsible for tuition until VCS receives a signed notification of withdrawal and for the thirty days following, even if their child does not attend VCS. (This applies to the thirty days prior to the first day of school. The first tuition payment is due by August 1st and will be due unless notice is received before July 1st.)

TK-12: This contract is for the entire school year. Accordingly, in order to withdraw a student, written notice to VCS is required. A withdrawal form must be completed by the parent or guardian and submitted to the **Admissions Office**. Prorated tuition and fees, through the last day of the child's attendance, will be assessed. Parents understand and agree that they are responsible for the balance of tuition, regardless of the reason for withdrawal. International Students: This contract is for the entire school year. Accordingly, in order for International families to withdraw a child from VCS after the student has been accepted, a withdrawal form must be completed by the parent and the agency representative and submitted to the **Admissions Office**. If withdrawing after acceptance, prior to the 1st day of school and prior to October 15th, 50% of the tuition balance will be refunded. If withdrawing after October 15th, the entire school year tuition amount is non-refundable. You are responsible for the balance of tuition regardless of the reason for the withdrawal. This includes withdrawal at the request of the school.

SECTION 3 - FINANCE

Financial Policies and Tuition

A secure financial structure is vital to maintaining the high academic standards of the school. The following policies have been instituted to protect the school's financial stability:

- All application and application fees are due upon submission of the application. Application and Enrollment fees are nonrefundable. Tuition reductions or refunds are not made for absences, illnesses, or holidays.
- Any student with an account that is thirty days past due may be removed from school enrollment. All accounts must be paid in full for all current charges when exams are administered. All accounts must be paid in full for students to take final semester exams and to participate in year-end graduation or class programs.
- Tuition payments must be paid through the Blackbaud Tuition Management Program.
- A charge of \$35 will be added to accounts for each check returned and for any failed auto-debit transaction. Any occurrence of a returned check may require future payments to be paid in cash or by bank check.
- A late fee of \$35 will be charged by VCS for any late payment. A \$40 follow-up fee will also be charged by Blackbaud Tuition Management for any late payment.
- HIS Club hours must be completed as defined under Parental Involvement and Responsibilities for the current school year. See below.
- Students may not register for or begin classes in the fall until all accounts are paid in full. This includes Summer Enrichment, Summer Day Camp, and all registration fees.

VCS Tuition Payment Policy

At Vacaville Christian School, the timely and full payment of tuition is a cornerstone of our financial health and operational stability. Our policy is designed to ensure that we can sustain the quality of education and programs we offer, as well as retain our dedicated faculty and maintain our facilities. While our primary focus is on providing an enriching academic and spiritual environment for our students, we must also attend to the financial responsibilities

that underpin our institution. It is never our intention to act as enforcers of financial compliance; however, the implementation of a clear and consistent tuition payment policy is essential. This policy aids in the effective management of school resources, thereby enabling us to continue fulfilling our mission. We deeply appreciate the cooperation and understanding of our school community as we strive to balance educational excellence with fiscal responsibility.

- All tuition and fees (including extracurricular activities) are due by the 10th of each previous month beginning the month of August and ending in July of the following year.
- As of the 11th, any unpaid tuition balance is considered past due, and will result in a late fee if not paid before the 14th of each month.
- Families for whom there is an unpaid tuition balance (as of the 14th of that month) will receive email notification from Blackbaud Tuition Management regarding the unpaid balance and late fees.
- After two weeks, families for whom there is any unpaid tuition balance will receive notification from our business office that attendance of their student(s) may be jeopardized.
- Families for whom there remains an unpaid tuition balance after 30 days or one week prior to the next payment date will receive an email notification from our business office and department office that their student(s) will not be able to attend school and / or extracurricular activities until the outstanding balance is paid in full. Any student(s) who are in attendance and under this policy will be sent to the department office to await pickup by their parent(s).

*If there are extraordinary circumstances affecting a family's ability to pay tuition on time and in full, please contact the business office immediately. VCS does not guarantee that any exceptions to this policy may be granted at any time and for / under any circumstances.

Release of Records, Report Cards, Grade Notices, and Final Exams

Students whose accounts are not current will not be permitted to attend field trips. Middle school and high school students will not be permitted to take exams or finals until their tuition accounts are paid. Students will not be issued a final report card until final exams are administered.

Accounts that are not fully cleared before year-end events will exclude students from participation in graduations, year-end events, and field trips.

All library books, textbooks, and sports uniforms must be accounted for. Late fees, fines for damages, or costs for replacements must be cleared before final exams can be administered.

Extended Care/Financial Policies

Morning Extended Care is available from 6:30 A.M. to 8:00 A.M. for elementary (TK - 5th Grade) and 6:30 A.M. to 7:30 A.M. for middle school students.

Morning Extended Care is available at no additional charge beginning at 7:30 a.m. for elementary students who arrive on campus with a middle school or high school sibling.

Afternoon Extended Care is available from regular school dismissal until 6:00 P.M. for elementary and middle school students.

Elementary and middle school students will be signed into Extended Care and billed accordingly if not picked up by the time carpool is over. Elementary students will be signed in at 3:25 P.M. and middle school students will be signed in at 3:20 P.M.

Minimum Days: elementary students must be picked up by 12:05 P.M. and middle school students must be picked up by 11:40 A.M.

Extended Care fees on Minimum days are included only for students enrolled in Full Time Extended Care from 6:30 A.M. to 6:00 P.M. Preschool students must be picked up no later than 12:00 P.M.

Wednesday Early Dismissal Days: elementary and middle school students who are not picked up by 2:25 P.M. will be signed into Extended Care and charged at the hourly rate.

Students who are not signed up for the 6:30 A.M.-6:00 P.M. Full Time Extended Care program will be charged based on an hourly drop-in rate.

Late pick-up fees will be applied after 6:00 P.M. at a rate of \$15 per 15-minute increment or portion thereof, per occurrence, per child. After two occurrences, the late pickup charge will increase to \$30 per 15-minute increment, per occurrence, per child.

Extended Care during holidays: Extended Care is available on specific days during Thanksgiving, Christmas, and Easter Break.

Tuition Assistance Policies

The tuition assistance policy of VCS is designed to assist families in meeting their tuition obligations by helping to subsidize a portion of their tuition costs. Tuition assistance is provided from a limited fund and is awarded based on need, which is determined through an application process. Parents who have a financial need and are interested in applying for a tuition grant should apply online at <https://studentfinancialaid.blackbaud.school>. There is a \$45 application fee for applying.

Parental Involvement and Responsibilities

VCS has established a required parent work program called HIS (Hearts in Service) Club. VCS desires to maintain a high level of parental involvement. The quality of each student's education is greatly enhanced through his/her parents' active involvement at school. It is important that parents become involved in the school in whatever capacity they are able.

HIS Club keeps tuition affordable by reducing labor expenditures through service contributions. The parent work program also helps to equitably distribute school-related tasks among the school community.

Each VCS family is responsible for completing a minimum of 20 hours of service for the benefit of the school community or payment of \$500 in lieu of work (\$25 per hour). Single-parent households and families with a parent who is deployed for more than 5 months of the school year are responsible for completing 10 hours of service or payment of \$250.

The work requirements must be met for the current year by the last day of school and the HIS Club form must be completed and turned in to the **Business Office** no later than **May 17th**. Any form turned in after the **May 17th** deadline a \$75 late fee will be charged. Any work completed after the last day of school will count toward the next school year.

Parents are responsible for recording their hours on a HIS Club form, available in **each school office**. Parents are asked to obtain the signature of their child's teacher or of the staff member who assigns the project and to submit the form to the business office. The classroom teacher or supervisor will validate these hours.

It is our hope that families will opt for work hours over the payment plan, as it is more beneficial to the school and helps to keep tuition lower.

Answers to frequently asked questions about “HIS” Club Hours

Events or fundraisers where your child is rewarded with cash, credit or other benefits for your volunteer efforts do not count toward the twenty-hour requirement.

Personal time spent supporting fundraisers, such as selling candy, magazines, or gift wrap on behalf of your child, does not count toward HIS Club hours. However, counting money, tabulating results, distributing orders, making posters and fliers, obtaining prizes for the school, and other approved work related to the school-wide organization of the fundraiser can count toward HIS Club hours.

Hours spent driving for field trips and sports or supervising student camps and retreats (both waking and sleeping hours, as long as you are responsible for other children in addition to your own) may be counted toward HIS Club hours.

Work hours cannot be counted for attending or participating in school functions in which your child is involved, unless you were specifically assigned to work on the set-up, clean-up, or preparation for the event. The time you actually attend the event does not count.

Students may not earn hours for their parents.

Money spent while working on projects cannot be converted to hours.

HIS Club forms must be used to record hours worked.

VCS is not responsible for contacting parents with projects. Volunteer opportunities may be communicated by electronic newsletters, as they occur.

Parent/Teacher Fellowship (PTF), principals, and teachers are not responsible for tabulating, recording, or turning in hours. Parents must submit their own HIS Club forms with appropriate signatures to the business office. Please keep a copy of your HIS Club form for your records.

VCS makes the final decision as to which projects are credited for work hours.

HIS Club hours will be doubled only as approved by the administration for the following responsibilities: security, some graduation functions, and Saturday work days as scheduled by maintenance.

SECTION 4 - CAMPUS OPERATIONS

Board of Directors

VCS is an independent, interdenominational, Christian school run by a self-governing board of directors. The board is the authority on all school policies. The board gives authority to the administration to carry out the day-to-day functions and policies of the school. Board members are chosen from interested persons who qualify and apply under board procedure and policy. For more information on how to become a board member, please visit our VCS business office.

Campus Administration

VCS is made up of many departments that work together to provide a unique educational opportunity. VCS is a twenty-six-acre campus with facilities for children from 2 years old through 12th grade, a possible sixteen-year experience. Our current department leadership consists of the following positions: Head of School, Principals of Elementary, Middle, and High School, Preschool Director, Assistant Head of School, Director of Admissions, Director of Finance, Director of Annual Fund & Events, and Director of Athletics.

Campus Hours of Operation

The campus is operational from 6:30 A.M. to 6:00 P.M. daily, Monday through Friday. The campus is closed Saturdays and Sundays. Events taking place outside operational hours, such as sports, dances, or other gatherings, are scheduled through the appropriate school administration office. For the hours of operation for individual schools, please see the grade-level specific sections of this handbook.

Electronic School Communications

Instant information can be found on the school website: www.go-vcs.com. Weekly publications are provided by school administrative staff. If you are not currently receiving school emails, please contact your school office.

Contacting Students in the Classroom and Parents Visiting Classrooms

Unexpected classroom visits are distracting and disruptive to the students. For this reason, we ask parents not to go to the classroom to pick up a child, drop off a forgotten lunch, etc.

Parents should go to the appropriate school office, and the office staff will contact the student. To release your child from class for an appointment, please send a note to your child's teacher (elementary) and sign them out in the appropriate school office. Should a parent desire to visit a classroom, we request that any plans to visit be made at least a day in advance through contact with the teacher. Please check in at the office upon arrival to receive a visitor's pass.

Communications Procedure

Please help us handle concerns effectively and in a Biblical manner by following these scriptural guidelines.

Disputes or concerns about school policy or operations should be expressed directly to the person in charge of the department.

Step 1 Schedule an appointment with the responsible person. We desire to resolve most situations at this level and believe relationships and trust are built by face-to-face discussions between those involved. This follows the biblical principle found in Matthew 18.

Step 2 If the situation cannot be resolved, schedule a meeting with the responsible person and his or her immediate supervisor.

General Concerns, Ideas, and Suggestions

As we strive to improve our operations, we encourage you to communicate your concerns, ideas, or suggestions. You can do so by visiting us at www.go-vcs.com, clicking on Contact Us.

Library Guidelines

Students in grades 2 through 5 may take books home from our elementary library following normal checkout procedures. Books are due on or before their due date. A fine of \$0.10 per day (amount subject to change) will be collected on all late books (no exceptions). Library privileges are suspended until fines are paid. Library books must be turned in to the Librarian, not the school office. Books that are lost or damaged must be replaced by the student at the list price of the book plus a \$2 handling fee.

Transportation

Please be respectful of our staff, parents, and students when entering VCS grounds. When operating your vehicle on campus, we ask you to adhere to state motor vehicle laws and regulations at all times. It is the policy of VCS that all children arrive and leave school premises in proper vehicle child restraints. All seatbelt laws are followed on school field trips. We ask that you do not leave children unattended in your vehicle. Operation of a motor vehicle on the VCS campus is a privilege, not a right. Please be advised that failure to adhere to campus transportation and safety regulations will result in your on-campus driving privileges being revoked.

Field Trips

Our teachers organize well-planned field trips throughout the school year to support classroom studies. Field trips are a valuable educational learning experience and every student is expected to attend. The cost of field trips may be billed to your account. The registration form used at VCS includes permission for all students to attend all field trips.

Classroom teachers will notify parents in advance of scheduled field trips and special activities. Detailed information including parent volunteer requests will be sent each time a field trip is scheduled.

Students are expected and required to demonstrate behavior in accordance with VCS standards. If a student is unable to do so, appropriate disciplinary action will be necessary. Disciplinary action may consist of excluding the child from the next field trip or requiring a parent to attend future field trips with the child. Students will receive an unexcused absence if parents choose to have their child not attend a field trip.

Eligible parents are needed to drive and chaperone field trips. It is understood that every parent who attends a field trip must be fingerprinted (at the driver's expense), have a valid driver's license, and have evidence of legal minimum coverage for insurance. Fingerprint applications are obtained in each school office. Fingerprint clearance will be communicated by the HR Department to the respective school office. Once fingerprints are cleared, proof of current driver's license and a copy of the insurance must be given to the teacher before field trips. (Please allow 5 days for fingerprint clearance).

All seat belt regulations apply when transporting children. This includes the use of car seats or booster seats for students under 8 years or a height of 4' 9". Each child is to have his or her own seat belt—double-buckling is not allowed. VCS takes stringent precautions to ensure the safety and well-being of all students, and assumes no responsibility in the unlikely event of loss, injury, etc. on field trips or activities.

Students are generally not permitted to attend field trips of siblings. Younger siblings may only attend if special permission from the teacher has been granted. Parents will be given a copy of the field trip guideline handbook when driving/supervising on field trips. Further volunteer guidelines are listed below.

Volunteer Guidelines

All chaperones, drivers, coaches, classroom and extracurricular helpers, etc. are expected to follow the school guidelines and maintain a Christlike example at all times. Parent volunteers are required to be fingerprinted, prior to their volunteer obligation. Fingerprinting cost \$75 per person and is at the expense of the parent. Once initially fingerprinted by VCS, volunteers do not need additional fingerprinting.

We expect that volunteers are not now nor have ever been engaged in inappropriate conduct toward minors (inappropriate conduct includes but is not limited to verbal, physical, or sexual abuse as defined by Scripture and state law) nor have an inclination toward such conduct.

We expect that volunteers will manifest an example of the highest Christian virtue and personal decorum, serving as Christian role models (1 Timothy. 4:12).

While supervising VCS students, volunteers should refrain from smoking, drinking alcohol, taking illegal drugs, or condoning or allowing any other illegal infraction or action to occur. Volunteers should refrain from inappropriate language or conversations, either on campus or while off-site at VCS related functions (ie. field trips, etc.).

All drivers must have a valid California driver's license and insurance.

Music and talk programs that contradict the biblical philosophy of VCS are not permitted while traveling. Christian music is encouraged.

Only G-rated movies for elementary and G or appropriate PG movies for middle and high school are permissible in transport vehicles.

Drivers should follow each other as a caravan and should not detour from the group unless the teacher has given permission ahead of time.

Volunteers should speak respectfully to students and staff on trips and should refrain from discussing concerns about students, parents, or staff. Concerns should be referred to the teacher and/or department leader.

Volunteers should be examples to the students by dressing modestly and appropriately while volunteering (please refer to the student dress code section of this handbook for guidelines).

Carpool Rules

- Do not use cell phones while driving on campus.
- Arrive at the appropriate time to pick up your child:
 - **Elementary Carpool:** Not before 3:00 p.m. M/T/Th/F or 2:00 p.m. on Wednesdays.
 - **Middle School Carpool:** Not before 2:40 p.m. M/T/Th/F or 1:40 p.m. on Wednesdays.
- Turn music down (and ensure it is appropriate for our school) so that you can hear carpool workers if they need to direct you.
- Follow the directions of carpool workers.
- Do not leave your car running if you are not in it.
- Do not leave children unattended inside your vehicle.
- Do not exceed the campus speed limit of five miles per hour.
- Drop off and pick up in designated areas of the campus.
- Do not leave cars unattended in the carpool lanes. This includes striped lanes and crosswalks.
- Park in designated parking stalls only. Violators will be towed at the owner's expense.
- Do not block or park in fire lanes.

- The Multi-purpose Room yellow zone is used for loading and unloading elementary students during morning carpool. This area is not a designated parking location.
- Student drivers must park in approved areas and must display a permit in their windows.

Closed Campus

The VCS campus is closed to the public at all times.

Campus Visitor Policy

Visitors (parents, alumni, previous staff, etc.) must always sign in at the respective school office (PS, EL, MS or HS).

Students not enrolled at VCS may attend VCS events and must abide by VCS campus rules. Special permission from the school office may be required for certain events for middle and high school.

Students visiting the middle and high school are welcomed on scheduled shadow days. Visitors will be permitted only after arrangements have been made in advance through the middle and high school offices.

The following procedures must be followed for student-scheduled shadow days:

- The parent of the visiting student must complete an emergency data/contacts form and turn it in to the office.
- The visitor must sign the visiting student form, stating compliance.

Campus Rental Policy

Campus facilities are not open for use by the general public. Facility rental is available by contacting the Operations Department at 707-446-1776 ext. 5955.

Parent Organizations

Parent/Teacher Fellowship (PTF) and MS/HS Hype Squad

The purpose of the Parent/Teacher Fellowship (PTF) is to establish a supportive organization that unites the spiritual and educational aims of the school with those of the home. The primary functions of parent groups are to coordinate and serve in special school activities and fundraising events, to show appreciation and support for teachers and staff, and to encourage prayer on campus.

Meetings are held each year to carry out these functions. A parent committee, approved by the school administration, governs the PTF organization. The Head of School and Principals give guidance and support to the work of PTF.

All parent leadership positions must be approved by VCS Administration.

Athletics Booster Club

The purpose of the Falcon Athletic Booster Club, hereinafter referred to as the Booster Club, is to support Vacaville Christian School hereinafter referred to as (VCS), athletics by raising funds, distributing money and materials to athletic teams, soliciting memberships, offering activities for members, promoting participation in athletic teams, encouraging attendance at athletic events, and assisting the Athletic Director and coaches.

Any current VCS family, alumni or alumni's VCS family, or direct family members of a VCS student in VCS athletics can be a member of the VCS Athletic Booster Club.

Membership in the Booster Club is available throughout the year. A membership year begins on August 1st and ends on July 31st to roughly coincide with the school year.

SECTION 5 - HEALTH AND SAFETY

Emergency Drills

LOCKOUT: As part of our regularly scheduled inspections, we perform "lockout drills." During a Lockout, the perceived danger is outside of the school. School administrators move all students and activities inside and ensure the building's perimeter is secured. While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction. The campus becomes closed and no one is permitted to leave or come onto campus until the area is secure and the drill is concluded. The drill is designed to protect our students should we perceive a threat on campus.

LOCKDOWN: As part of our regularly scheduled inspections, we perform "lockdown drills." In this exercise, all students, staff, and faculty take shelter in a secured area, designated by campus location, where all doors and windows will be locked.

After all areas have been secured and all persons are accounted for by leadership, the drill is concluded. This drill is designed to protect our students should we perceive a threat on campus.

Lockdown (whether a drill or an actual emergency) occurs whenever VCS perceives a situation that may put our students or staff at risk. It is a precautionary measure and does not necessarily indicate imminent danger. For the safety of our students and staff, if a lockdown is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop off/pick up students until the lockdown has been lifted.

FIRE DRILL: As with lockdown drills, fire drills are also performed periodically throughout the year. Schools will reenact an actual fire drill and will be evacuated to designated areas on campus by our staff. After all areas have been secured and all persons are accounted for by leadership, the drill is concluded. This drill is designed to protect our students should we have an actual fire on campus. Students are instructed not to use their cell phones to text or call their parents during this drill. Parents who visit the campus during this drill will not be permitted access to the buildings or their children until the drill is complete.

Event of Emergency

In the event of an emergency, VCS will contact parents/guardians as listed on the emergency contacts and medical information form. This form is completed as part of the enrollment process. It is necessary that parents notify the school regarding changes of address, phone number, or job information for anyone listed as an emergency contact. VCS cannot be responsible for misinformation if the office is not notified of changes. All changes must be made by completing a file maintenance form (available in the business office). All applicable departments will be notified. Verbal changes will not be accepted.

Security Measures for Releasing Students to Adults

Children will not be released to anyone obviously under the influence of alcohol or any other drugs. Anyone not familiar with staff who is picking up a student will be asked for an I.D. We will not release a student to anyone not listed on the emergency pick-up list.

Medical Policy

General Health Statement

Please be sure to keep students at home whenever they are experiencing signs of illness. A child should be fever-free for 24 hours before returning to school. Parents should always be aware of the crucial role that sufficient sleep, a nutritious diet, and exercise play in a child's progress and well-being.

Notification of Accident or Illness

If a child should become ill or be injured in an accident during the school day, parents will be contacted to pick up their child within the hour of notification. Accident reports will be given to parents when a child is hurt or injured at school. Please ensure that all contact phone numbers are kept up to date in all school offices to guarantee that the office staff will be able to reach you.

Medicines

School personnel will cooperate with parents when a physician prescribes medication to be taken during school hours. All medication must be in the original container and correctly prescribed for the indicated student only. All medication must be kept in the school office. The student is responsible to know the required times to come into the office to take his or her medication.

Administration policies for all medications are on the emergency contacts and medical information form. Medication can only be given between 8:00 A.M. and 4:00 P.M., except for emergencies. Medicines left at the end of the school year will be discarded after one week.

Prescription medications must have a physician's order. Over-the-counter medications must be accompanied by a form filled out by the parent stating the desired dosage for administering the medication. Forms are available in the school offices.

Inhalers

Any upper-elementary, middle, or high school student having an immediate need for asthma inhalers during school may carry the necessary medication on his or her person when certain conditions are met. A student wishing to carry his or her own inhaler may pick up an authorization for self-carry form in the office. This form will need to be completed and returned to the appropriate school office. Otherwise, inhalers must be kept in the office and administered as prescribed.

Allergic Reactions

If your child is allergic to bee stings, pollen, or anything else that would require immediate attention, please notify the appropriate school office of the procedure to be followed to assist your child in case of an emergency. If medication administration is part of the procedure, please provide the office with the appropriate medication, along with a signed medication authorization form.

PE/Restriction of Physical Activities

A note from a parent is required for a student to be excused from PE. A physician's note is required if a student needs to be excused from PE for more than three school days.

Middle school and high school students will still be required to dress out (if possible) and to participate to the extent possible, even if that means observation and listening to the instruction given. Middle school and high school students who have a doctor's note for an extended exemption— depending on the length of time, the severity of the injury, and period of the term—may be alternatively placed, and it may be necessary for the student to repeat physical education during another semester.

For elementary students, if a child comes to school, he or she should be well enough to participate in the total school program, including recess and physical education. It will be assumed that a student who is excused from physical education activities should not participate in other physical activities during the school day, including recess, after-school daycare play, and sports.

Communicable Diseases

A student shall not be permitted to attend classes or other school-sponsored activity if the student is afflicted with or liable to transmit any contagious or infectious disease unless the administration or its designee has determined, based upon medical evidence that:

1. The student is no longer infected or liable to transmit the disease.
2. The student is afflicted with a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

If a student is suspected of being infected with a communicable disease (i.e. conjunctivitis, chicken pox) the school will send the student home and the student will not be permitted to return to school without a signed release from a physician. If a parent has knowledge that his or her child has a communicable disease, he or she must inform the school immediately. Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school and may be grounds for termination of a family's relationship with the school.

Head Lice

Children who have head lice will be excluded from school until the hair has been properly treated and all eggs (nits) have been removed as instructed. Children must be checked by and given a written release from the Health Department, a private physician, or the school office before returning to school.

Immunization Policy

Each student must have an up-to-date immunization record or waiver on file. Please be sure that this information is kept current in case of an emergency. No student will be allowed to start at VCS without completing emergency and health forms.

VCS immunization guidelines are designed to prevent the spread of illness and preventable diseases in our community. Unless a student's parent or legal guardian provides VCS with an acceptable exemption (see <https://cair-me.cdph.ca.gov/home>), a student must be immunized against certain communicable diseases, as provided in California Health and Safety Code section 120335. A student is prohibited from attending school unless, prior to admission to the school, the student has been fully immunized. Immunization documentation is required for our entire student body. Parents must show their child's immunization record as proof of immunization.

If VCS reasonably believes that a student has been exposed to a disease listed in subdivision (b) of Health and Safety Code Section 120335 and his or her documentary proof of immunization status does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code, § 120370(b).)

Reporting Child Abuse

While everyone should report suspected child abuse and neglect, the California Penal Code (sections 11164–1174.3) states that professionals, including teachers, teachers’ aides, coaches, school staff, school administrators, local pastors, and lay ministry persons, must report suspected abuse to the proper authorities. Parents will not be notified of this event.

Internet Use and Safety

Internet use and all materials accessed are to be appropriate, wholesome, and within the guidelines of the school. In its continued efforts to comply with the Children’s Internet Protection Act, VCS shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service-provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, or sexually harassing. Sites that contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes.

Every student and parent must read, sign, and return (to the appropriate school office) the VCS Student Technology Policy (**see page 25 to review the policy**).

Section 6 - Student Conduct & Discipline

General Principles

All students at VCS have given testimony that they desire to be in attendance at VCS and adhere to the school’s policies and guidelines. Policies regarding student conduct at VCS are governed by principles drawn from God’s Word. Each student will conduct himself or herself by following Christian standards on and off campus. This means that any student conduct that is disruptive to the school’s operations

reflects poorly on the school’s reputation and is inconsistent with the school’s religious values. These standards are applicable in these situations because they reflect Christ’s character and life. These standards are conveyed in both this Handbook and in the school-specific section of all parent and student handbooks.

A student’s conduct is a reflection of his or her relationship with Jesus and with his or her own family. A student’s conduct also affects how others view VCS. When disciplinary action toward a student becomes necessary, it is firmly carried out and tempered by good judgment and understanding.

Respect for Authority

“Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and always to be gentle toward everyone” (Titus 3:1–2).

Students are expected to be prompt, willing, and cooperative in their obedience and respect toward their teachers and all VCS staff members. Students are permitted in a classroom only when a teacher or administrator is present.

A Good Testimony Before The World.

“The integrity of the upright guides them” (Proverbs 11:3).

Honesty is expected at all times. Students should never be in possession of stolen property, nor should they in any way assist in an item being stolen.

God-Honoring Conversation.

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:29). “With the tongue we praise our Lord and Father, and with it we curse human beings, who have been made in God’s likeness. Out of the same mouth come praise and cursing. My brothers and sisters, this should not be” (James 3:9–10).

Any form of communication unbecoming of a Christian is unacceptable. This includes but is not limited to profanity, vulgarity, put-downs, and other offensive language, whether verbal or written.

Creation of, maintenance of, or participation in any website that contains material derogatory to VCS, or any of its students or employees, is inconsistent with our religious values and is therefore unacceptable.

Cheerful Obedience

“Do everything without grumbling or arguing, so that you may become blameless and pure, children of God without fault” (Philippians 2:14–15).

The Biblical Foundation For Behavioral Guidelines

Students will demonstrate a distinctively Christian lifestyle. “Do not conform to the pattern of this world, but be transformed by the renewing of your mind” (Romans 12:2). “So whether you eat or drink or whatever you do, do it all for the glory of God” (1 Corinthians 10:31).

Guidelines For Students Regarding Avoiding Prohibited Activities: Littering, Gum, Food In Class, And Agreement To Abide By Rules

- Smoking and consumption of tobacco products, alcohol, and nonprescription drugs are not permitted on or off campus.
- Students should not remain at an activity where drugs or alcohol are being consumed or where minors are consuming alcohol or smoking.
- Littering is prohibited. Students are expected to show respect for their school by keeping the campus clean.
- Gum is not allowed on campus. The first offense will result in a consequence that is grade appropriate.
- Food is not allowed in the classrooms unless specifically permitted by the teacher for special events.
- All middle school and high school students, as well as parents, will sign the student agreement stating that they desire to attend VCS and will live within the rules of the school. This agreement is their commitment to abide by the school rules with a willing attitude.
- Students will demonstrate Christ-honoring conduct by following directions given by all VCS staff members and other adults promptly with a positive attitude.
- Students will exercise self-control at all times and show courtesy to everyone.

Drug, Alcohol, Vaping, and Campus Safety Policy

The VCS Board, administration, and staff are committed to providing a safe and positive Christian environment for our students. VCS treats the possession, use, distribution, sale, sharing, or attempted sharing of drugs, alcohol, vaping products, tobacco, nicotine products, controlled substances, marijuana/THC products, related paraphernalia, or the misuse of medication as a major disciplinary matter.

Students found in violation of this policy should expect serious disciplinary consequences, which may include suspension, removal from activities or athletics, behavioral probation, mandatory support or accountability measures, and disciplinary consequences up to and including expulsion.

The distribution, sale, sharing, or intentional bringing of drugs, alcohol, vaping products, controlled substances, or related paraphernalia to campus or to a school-sponsored activity will ordinarily result in a recommendation for expulsion, unless the Head of School determines that significant mitigating circumstances warrant an alternate response.

As part of VCS’s commitment to campus safety, VCS may contract with a company that uses trained dogs to search for drugs, alcohol, explosive materials, and related prohibited items. This is a routine safety procedure that may occur throughout the school year.

If you have information about alleged drug possession, drug use, alcohol use, vaping, or related safety concerns involving a VCS student, please contact VCS Administration at 446-1776 ext. 5250 immediately. Please leave your name and phone number if you are leaving a message. Your name will be held in confidence by our office, except when disclosure is necessary for the course of an investigation or to comply with the law.

Student Searches

To maintain a safe and positive learning environment, a student’s outer attire, personal property, or school property, including books, desks, and school lockers, may be searched by the administration. (See Education Code Section 49050.) VCS reserves the right to search all personal effects such as backpacks, lunch boxes, purses, cars, etc. Drug detection dogs may be used for inspection without notice.

Weapons

Under no circumstances should weapons of any kind be brought to VCS. This includes any type of knife, gun, pepper spray, or martial arts apparatus. In most cases, possession of weapons is grounds for immediate expulsion. Combs made to look like switchblades; laser pointers; smoke bombs; stink bombs; firecrackers; incendiary devices of any kind, including matches; and toys that have the general appearance of a real weapon are not allowed on campus.

Vandalism/Pranks

Students who abuse school property in any way, whether deliberate or accidental, are subject to disciplinary consequences and must pay all repair/clean-up costs as set by the school.

Campus pranks that jeopardize school security or facilities or that create extra custodial work time and costs are not permissible.

Academic Integrity

There is a clear expectation that all students will conduct themselves with honor and integrity on all school work, assignments, and tests. This includes doing their own work, citing sources, and giving proper acknowledgment when work is not their own.

ACADEMIC DISHONESTY OR CHEATING CAN TAKE MANY FORMS AND INCLUDES, BUT IS NOT LIMITED TO:

- Copy, fax, e-mail, exchange, or duplicate assignments that will each be turned in as “original work”.
- Use “cheat sheets” or have writing on your person or property during a quiz or test.
- Use cell phones to text message information to another student.
- Exchange answers with others (either giving or receiving answers)
- Take someone else’s assignment and submit it as your own.
- Allow parents, family members, or friends to do work for you.
- Submit material created by someone else without giving the name of the author and the source, publication, or website.

- Produce assignments in conjunction with other people (i.e. another student, a tutor) that should be the student’s own independent work.
- Duplicate in any manner of another’s work during a test or exam.
- Submitting one’s own work that has already been submitted for assessment in another subject or class.
- Submitting one’s own work that has already been submitted for assessment in another subject or class.
- Use artificial intelligence tools, including but not limited to ChatGPT, Grammarly, translation tools, writing generators, problem-solving tools, or similar technologies, in a way that misrepresents the student’s own thinking, writing, research, problem-solving, or independent work.
- Submit work produced in whole or in part by artificial intelligence as the student’s own original work without teacher permission or proper acknowledgment.
- Use artificial intelligence to complete assignments, essays, tests, quizzes, projects, discussion responses, or other academic work when the teacher has not specifically allowed its use.
- Use artificial intelligence to avoid the learning process, bypass required steps, generate answers, rewrite work beyond appropriate editing support, or produce content the student cannot reasonably explain or defend as their own.

Students who engage in academic dishonesty will be disciplined, up to and including expulsion. The following disciplinary guidelines may be followed, but the school reserves the right to modify or bypass some or all of the below guidelines at its sole discretion:

- Zero on the test, paper, or assignment
- Parent notification and/or meeting
- Principal and Academic Counselor notification
- Possible suspension or expulsion

Vacaville Christian School – Learning Support, Accommodation, and Modification Framework (K-12)

Vacaville Christian School aspires to nurture every student's God-given potential. In partnership with parents, we thoughtfully consider documented learning differences and design supports that honor both individual needs and our college-preparatory standards. Core guidelines include:

Admission & Review:

- Families may submit a current IEP or 504 during the application process, which will be reviewed alongside entrance testing to decide if VCS can meet the documented needs.
- VCS may condition acceptance on a mutually agreed support plan or, when needs exceed our resources, decline enrollment.

Data-Driven Plan Development:

- Before any formal VCS plan is written, the school requires multiple data points which incorporate recent standardized data—e.g., ITBS, Woodcock-Johnson, or a full educational battery performed by the district or a qualified private evaluator.
- Classroom interventions (tutoring, small-group reteaching, parent conferences) must be tried and documented first.
- Once adequate data are in hand, the principal and teacher / academic support team draft a VCS Accommodation Plan; parents review and provide feedback, as appropriate.

Scope of Support:

- Accommodations adjust how a student accesses or demonstrates learning and are flexible (see typical examples below).
- Modifications alter what a student is expected to master. These are rare, subject to administrative approval, and may not waive high-school graduation requirements or essential course content.
- All plans are renewed annually and may be reduced as students develop independence

Typical Accommodations We Can Provide:

- Preferential seating and strategic grouping; clarifying or chunking directions; breaking tasks into smaller segments; extended time on classwork or tests; reduced-length homework when time thresholds are met

Limitations of Scope of Support:

- Academic integrity: students must still demonstrate mastery of course objectives; assessments remain aligned to VCS standards.
- Graduation credit requirements (credits, GPA minimums, etc.) may not be waived or reduced.
- VCS cannot provide specialized therapies (speech, OT, PT) or intensive special-education staffing offered in public programs.

Initiating or Updating a 504/IEP:

- Parents seeking a public-school plan must contact their home district; VCS will cooperate with observations and meetings.
- Should a student qualify, parents decide whether to accept district services or remain at VCS under the VCS plan.
- External service providers must coordinate scheduling with the principal; costs rest with the family.

Harassment

Discriminatory harassment is a particular form of NOT TOLERATED among students, among employees, or between employees and students. VCS is committed to providing a safe educational environment free of discriminatory harassment. This policy defines discriminatory harassment.

Discriminatory harassment of a student includes harassment based on actual or perceived sex, race, color, religion, ancestry, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age, sexual orientation, gender identity, or gender expression.

Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy.

Discriminatory harassment can consist of virtually any form or combination of verbal, physical, visual, or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between students of the same or different gender.

Examples of the types of discriminatory harassment prohibited by this policy include, but are not limited to, the following behavior:

a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.

b) Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures.

c) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis.

d) Threats and demands to submit to sexual requests as a condition to avoid loss and/or offers of other benefits in return for sexual favors.

e) Retaliation for having reported or threatened to report harassment

All of the above guidelines also apply to online and electronic communication.

Students who violate this policy may be subject to disciplinary action, up to and including expulsion.

No student shall create a hostile or offensive environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student.

All students shall report any conduct that fits the definition of discriminatory harassment to the Head of School or another appropriate authority figure.

All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, to comply with the law, to take subsequent remedial action, and to conduct ongoing monitoring.

The school will investigate all reports of possible discriminatory harassment. All students shall cooperate with any investigation authorized or conducted by VCS into any alleged act of discriminatory harassment.

Sexual Harassment

VCS prohibits unlawful sexual harassment of or by any student by anyone in or from the school. Conduct that constitutes sexual harassment of students impairs the ability of students to make full and effective use of the school's instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness. California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment, academic status, or progress. The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or on creating an intimidating, hostile, or offensive work or educational environment.
3. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Students who engage in sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school.

Any student of VCS who believes that she or he has been the victim of sexual harassment is urged to bring the problem to the attention of the principal so that appropriate action may be taken to resolve the problem. The school will investigate all reports of possible sexual harassment.

Such reports should ordinarily be brought to the attention of the principal or head of school because they are responsible for maintaining a suitable learning environment on the school campus, are trained to investigate misconduct, and are authorized to impose appropriate disciplinary action.

However, the school recognizes that, due to the possibly embarrassing nature of sexual harassment conduct, individual students may instead choose to make a report to another trusted adult employee such as a counselor, nurse, or teacher. VCS employees who receive such reports are expected to take appropriate action to ensure that students are not subjected to sexual harassment.

Additionally, should sexual harassment constitute child abuse, reporting shall be made in the manner provided in the Employee Handbook.

All VCS staff involved in the receipt of, or investigation of allegations of sexual harassment are to hold such information in appropriate confidence to the extent possible to ensure the privacy of the individuals concerned.

Bullying

VCS believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. VCS has adopted an anti-bullying policy, the entirety of which may be accessed on the VCS website.

Bullying is exposing a person to abusive actions repeatedly over time. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated. Bullying involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Examples of the type of behavior prohibited by this policy include:

- Direct physical contact, such as hitting or shoving;
- Verbal assaults, such as teasing or name-calling;
- Social isolation or manipulation.

VCS reserves the right to use discretion in determining student bullying.

This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including suspension or expulsion.

VCS expects students and/or staff to immediately report incidents of bullying to the Head of School or designee. Staff is expected to immediately intervene when they see a bullying incident occur.

Each complaint of bullying should be promptly investigated. The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Personal Responsibility, Hands-Off Policy/PDA, and Sexual Immorality.

"...that each of you should learn to control your own body in a way that is holy and honorable..." (1 Thessalonians 4:4).

VCS strictly enforces a hands-off policy, which prohibits horseplay, pushing, slapping, punching, kicking, and grabbing. Since small things can quickly escalate or be misinterpreted by others, students are to keep their hands to themselves. The rights and property of others are to be respected at all times. Students should not handle or move the property of others without permission (even as a "joke" or a "game").

Boy-girl relationships and friendships are important and can be enjoyed without displays of public affection. Kissing, holding hands, frontal hugs, and cuddling are not appropriate behaviors on campus.

Sexual immorality in any context and in any form is not permitted. Consequences may range from suspension to expulsion based on the situation and the decision of the VCS administration. The ultimate goal is to see a change of heart in the offender and true repentance for sin.

While there are consequences, we also want to extend grace and reconciliation after those consequences have been carried out, while upholding the beliefs and standards of VCS and setting a clear understanding that sexual immorality is not acceptable. In the meantime, we strive to ensure there is a support system in place to help the student feel connected to the school; ensure academic progress; to encourage participation in counseling and classes that will ultimately promote Biblical contrition, restoration, reconciliation, and benefit them in the future; and to assist in pointing the student toward God's Word.

Expulsion

Expulsion is the immediate dismissal of a student from school. Recommendation for expulsion is at the discretion of the principal and must be approved by the Head of School. Expelled students will not be allowed to visit the school campus or attend any school-sponsored activity or event. If a student withdraws prior to expulsion disciplinary action being carried out, the student is not allowed to attend VCS events. VCS reserves the right to decide under which circumstances expulsion or some lesser penalty, such as a warning, detention, or suspension, is appropriate. Confirmed possession of a controlled substance may result in legal prosecution and expulsion.

A decision of expulsion may be appealed within 5 days of the expulsion decision by submitting a written request for appeal to the Head of School. Upon timely receipt of the written notice of appeal, a meeting or conference call will be scheduled between the Head of School, any other administrator that the school deems appropriate, the parents, and in cases where the school deems appropriate, the student. During the meeting, the parents and/or students will have the full opportunity to present their position as to why the expulsion decision should be reconsidered. After the meeting, the Head of School—who has sole discretion to make the determination—will inform the parents and/or student of the outcome of the appeal, which decision will be final.

VCS Student Technology Policy

At VCS, we recognize the profound impact that personal technology can have on students' academic performance, social interactions, and spiritual growth. Research and best practices in education have shown that the presence of personal electronic devices often leads to increased distraction, reduced cognitive capacity, and diminished critical thinking.

According to Dr. Jean Twenge, author of "iGen," excessive use of smart devices is linked to various emotional health issues, including depression, anxiety, and lower life satisfaction. Moreover, a study published in the journal "Computers in Human Behavior" reveals that students are happier, more socially engaged, and experience higher self-esteem when personal devices (not necessary for instruction) are not available. Our technology usage policy is therefore designed to protect the integrity of our learning environment and foster an atmosphere conducive to academic excellence and personal development.

As a Christian institution, we believe it is our responsibility to guide our students toward positive behaviors that align with our values. Encouraging a healthy relationship with technology is part of this duty. By limiting the use of personal devices, we aim to cultivate a school culture where students are more engaged with their lessons, more socially interactive with their peers, and more focused on their spiritual journeys. Catherine Steiner-Adair, author of "The Big Disconnect," describes students as being "forever elsewhere" due to their constant connection to technology, a phenomenon that we aim to counteract by fostering direct personal engagement. An environment free from the distractions of unnecessary personal technology allows students to develop resilience and habits of mindfulness that are essential for their overall well-being and future success.

****Additional Resources, Articles, and Books**

Personal Technology Defined

Personal Technology includes, but is not limited to, the following:

- Cell Phones of any kind
- Smartwatches
- Headphones or Earbuds
- Personal (non-school-issued) laptops
- Any other non-school-issued personal technology devices

Preschool and Elementary School Technology Policy

Students in preschool and elementary school are not permitted to bring personal devices of any kind to VCS.

Should a student bring any such device to school, it will be taken to the front office for parent pick-up. This policy aims to minimize distractions and promote a focus on interpersonal interactions and traditional learning methods developmentally appropriate for young children. We seek to cultivate an environment where our youngest students can thrive without the encumbrance of personal technology.

Middle School Technology Policy

Middle school students are NOT allowed to access personal devices during school hours, except for laptops or tablets specifically approved for use during classroom instruction and used for our online and electronic learning tools, such as Schoology. Any personal devices must be turned off and put away during the entirety of the school day. Any device found to be in use will be taken to the front office, where it can be retrieved at the end of the school day. Repeated infractions will result in more significant disciplinary actions. Middle school is a critical period for developing academic and social skills, and this policy supports an environment where students can concentrate on their studies and interactions with peers without the distraction of personal technology. Cell phones at school are for the purpose of making contact with parents before or after school, never in class or during Chapel, or during passing periods (including lunch).

As previously mentioned, middle school students are required to have a laptop or tablet device for instructional purposes. However, students may only access the internet through the school's network, which has significant filtering and blocking systems in place to ensure safe internet access. Students found accessing the internet through a personal data plan or hotspot will face serious disciplinary consequences.

Elementary / Middle School Electronic Device Violations:

- **1ST VIOLATION:** Cell phone/device will be confiscated and kept in the office. Students may pick it up at the end of the school day and will be issued a detention (in elementary, a parent / guardian ONLY may pick it up directly).
- **2ND VIOLATION:** Cell phone/device will be confiscated and kept in the office for the rest of the day. Parents must pick up the phone at the end of the day. The student will be issued a detention.

- **3RD VIOLATION:** Cell phone/device will be confiscated and kept in the office for the balance of the day. Parents will be scheduled for a parent-teacher conference with the principal or dean to discuss if and how the student may be able to continue to carry a cell phone on campus (middle school only). Actions may include a Self Carry Contract, cell phone kept in office or a No Carry Agreement. The student will be issued a detention. A fourth violation will result in a Saturday School (middle school only) and a 5th violation results in a suspension.

High School Technology Policy

To reduce distractions, protect learning time, and support a focused campus culture, our high school personal device policies have changed. High school students may not access personal devices (for example, cell phones, smartwatches used for communication, earbuds) at any time during the school day. Personal devices must be off and stored from the first bell to dismissal. Limited use is allowed only before school and after school. Classroom exceptions for medical or disability-related needs require prior administrative approval.

With permission from the High School Office, students may briefly use a personal phone in the office for legitimate needs such as coordinating a ride, communicating a schedule change with a parent, or addressing a health matter. We recognize that timely communication can be helpful for families, but during the school day all personal devices must remain off and put away, and urgent messages should be routed through the office.

Laptops or tablets specifically approved for classroom instruction and used for our online tools, such as Schoology, are permitted during class as directed by the teacher. Students must access the internet exclusively through the VCS network to ensure safe and filtered access. Use of personal data plans or hotspots is prohibited and will result in disciplinary action. If a personal device is used during class or any part of the school day, the device will be confiscated and held in the office until the end of the day. Repeated infractions will result in progressively more significant consequences, up to and including suspension.

Personal devices during the school day distract from instruction, fragment attention during transitions, and undermine a focused, relational campus culture. Limiting use to before and after school protects learning time, simplifies enforcement for staff, and preserves appropriate channels for parent communication.

Important Communication Guidelines:

To foster an environment free from technological distractions, we have established specific communication channels:

- High School: Parents may send an email to their child’s instructional laptop/tablet device or contact the school office. Students may also reach their parents from the office as needed.
- Middle School, Elementary School, and Preschool: Parents should contact the school office for message delivery to their child, ensuring that classroom disruptions are minimized.

Personal Device Use Outside School Hours

Personal device use at activities outside of school hours, or during school-sponsored transportation, is permitted if authorized by the trip or activity supervisor. This flexibility accommodates various extracurricular engagements while maintaining the principles of our in-school policy.

Medical Exceptions

We recognize that some students may require the use of personal devices for critical medical purposes, such as monitoring diabetes. Students needing to use a personal device for medical reasons must communicate with the principal and provide a doctor’s note to establish a tailored plan for their unique scenario. Each case will be considered individually, with medical recommendations as a necessary component.

[**See Additional Acceptable Technology Use / Social Media Guidelines for Students](#)

Our goal as a Christian educational institution is to support the holistic development of our students by creating an environment where they can excel academically and grow spiritually and socially. We appreciate your cooperation and understanding as we implement this policy. Should you have any questions or require further clarification, please do not hesitate to contact the appropriate grade-level principal.

Contacting Students

If you need to reach your child, please contact the appropriate school office for assistance, by dialing their direct line:

Preschool Office: 707 - 724 - 6035
Elementary Office: 707 - 724 - 6034

Middle School Office: 707 - 724 - 6033
High School Office: 707 - 724 - 6032

SECTION 7 - EXTRACURRICULAR ACTIVITIES

Available Options

VCS offers a variety of activities for students. Team sports, cheerleading, student government, music, choir, drama, and various clubs are open to interested students who meet eligibility requirements. Extracurricular activities at VCS are designed for the physical, emotional, social, and spiritual advancement of the student. Participation is a privilege that is earned by the student meeting the outlined criteria with regard to behavior, academics, and attendance.

Sports Rules

Participation in athletics requires a record of a recent physical on file (middle and high school students), acceptable school standing, and that payment of all fees is current. Athletes are required to have insurance coverage before they participate in any sport. Parents must provide proof of insurance to the Director of Athletics. The school does not offer an insurance plan for students. Parents must take full responsibility for investigating their insurance coverage.

Students may not participate in any extracurricular activity on a day or in the evening of a day in which they have been suspended. Students must attend a minimum of 6 periods (or 5 periods if a senior has less than 6 periods). Middle and High School, to attend or participate in an extracurricular event (if Saturday, 6 periods or 5 periods if a senior has less than 6 periods, must have been in attendance on Friday).

Absences for a doctor or dentist appointment are the exception to this rule but the student must turn in an Office Visit slip from the doctor or dentist in order to be excused. Middle School and High School students leaving early for school athletic competitions must turn in all work due that day prior to their departure from school in order to have the work be considered on time.

All activities are under the supervision of the school and students are expected to be as responsive and cooperative at an activity as they are in the classroom. All school rules, dress codes, and behavioral guidelines apply at such events.

All plans for student activities must be approved by sponsors and the administration.

Team members or participants must use authorized school transportation only. Students may not drive themselves.

Eligibility

Board Policy Number 600.4

The higher academic standards at Vacaville Christian School supersede the minimum standards of C.I.F in terms of eligibility for the VCS sports program. The following outlines the standards by which eligibility is defined:

Academic Eligibility

1. A student-athlete must maintain a minimum grade point average of 2.0 and/or have no F's at the end of a semester grading period in order to be eligible for interscholastic competition, per CIF Bylaw 205 for an approximate 4-5 week sit-out period.
2. Grades and grade point averages will be evaluated at the conclusion of every progress and quarter grading. End of progress and quarter grades will have a minimum of 1 week sit-out period. At the end of each subsequent week, their progress will be evaluated. If the evaluation shows they have raised their GPA to the 2.0 minimum requirement or eliminated any Fs, they will resume competition the following week.
3. If a student has a D at the progress/quarter grade check, the student will be required to submit weekly grade reports to the Athletic Director to ensure that the student-athlete is improving their grade and will meet the required minimum grade point average/no F grade policy by the end of the semester.
4. A student-athlete who is academically ineligible is still required to attend practices and home games. The exception to this policy is for tutoring sessions only.

5. The student-athlete may not participate in games or special team events.
6. The student-athlete may sit on the bench during home games, but they are not to dress in uniform. Ineligible student-athletes may not attend away games.

Section 8 - Miscellaneous

Photography, Video and Media Coverage

Vacaville Christian School (VCS) may photograph or video record students throughout the school year during classes, activities, athletic events, performances, and other school programs for use in school publications, social media, the school website, print materials, digital marketing, advertising, promotional videos, and other school communications. VCS regularly shares photos and videos that celebrate student life and the school community.

From time to time, public media outlets (e.g., newspapers, television stations, or other news organizations) may cover school events and may include interviews or images of students. VCS does not control the photography, videography, or publication practices of third-party media.

Because of the nature of school events, students may appear incidentally in wide-angle, group, crowd, or event photographs and videos. VCS cannot reasonably prevent incidental appearances in these types of images.

Parents or guardians who do not wish for their child to be featured in individual or identifiable photographs or videos used in VCS-controlled marketing or promotional materials must submit a written request to the Admissions Office by emailing Admissions@go-vcs.com or delivering a written request to the Admissions Office. VCS will make every reasonable effort to honor these requests; however, the request does not apply to incidental appearances in wide-angle, group, or crowd images captured during school events.

Once received, the opt-out request will remain in effect for the duration of the student's enrollment at VCS unless the parent or guardian submits written notice to rescind the request.

**“TRUST IN THE LORD
WITH ALL YOUR HEART
AND LEAN NOT ON YOUR
OWN UNDERSTANDING;
IN ALL YOUR WAYS
SUBMIT TO HIM, AND HE
WILL MAKE YOUR PATHS
STRAIGHT.”**

(PROVERBS 3:5–6 NIV)



SECTION 9 – HIGH SCHOOL GENERAL INFORMATION

Vacaville Christian High School Bell Schedule

**For Mondays, Tuesdays, Thursdays,
and Fridays**

7:40–8:30 a.m.	First Period
8:35–9:25 a.m.	Second Period
9:30–10:20 a.m.	Third Period
10:25–11:15 a.m.	Fourth Period
11:15–11:20 a.m.	Announcements
11:20–12:05 a.m.	Lunch
12:10–1:00 p.m.	Fifth Period
1:05–1:55 p.m.	Sixth Period
2:00–2:50 p.m.	Seventh Period

Chapel (Wednesdays)

7:40–8:10 a.m.	First Period
8:15–8:45 a.m.	Second Period
8:50–9:20 a.m.	Third Period
9:30–10:40 a.m.	CHAPEL
10:45–11:15 a.m.	Fourth Period
11:15–12:00 p.m.	LUNCH
12:05–12:35 p.m.	Fifth Period
12:40– 1:10 p.m.	Sixth Period
1:15–1:45 p.m.	Seventh Period

Non-Chapel (Tuesdays)

7:40–8:20 a.m.	First Period
8:25–9:05 a.m.	Second Period
9:10–9:50 a.m.	Third Period
9:55–10:35 a.m.	Fourth Period
10:40–11:20 a.m.	Fifth Period
11:20–11:25 p.m.	Announcements
11:25–12:15 p.m.	Lunch
12:20–1:00 p.m.	Sixth Period
1:05–1:45 p.m.	Seventh Period

Minimum Days- No Chapel

7:40- 8:10 a.m.	First Period
8:15- 8:45 a.m.	Second Period
8:50- 9:20 a.m.	Third Period
9:25- 9:55 a.m.	Fourth Period
10:00- 10:30 a.m.	Fifth Period
10:35- 11:05 a.m.	Sixth Period
11:10- 11:40 a.m.	Seventh Period

Office Hours

Monday–Friday, 7:00 a.m. – 3:30 p.m.
General Office Direct Line:
(707) 724-6032

Personnel

Principal

Mrs. Michelle Reynolds
michelle.reynolds@go-vcs.com
(707) 446-1776 ext. 4060

Vice Principal

Mrs. Meagan Stotler
meagan.stotler@go-vcs.com
(707) 446-1776 ext. 4050

College/Career Counselor

Mr. Andrew Wilson
andrew.wilson@go-vcs.com
(707) 446-1776 ext. 4030

Receptionist

Mrs. Andrea Trumble
andrea.trumble@go-vcs.com
707-446-1776 ext, 4000

High School Testing & Student Services Coordinator

Ms. Alicia Borges
alicia.borges@go-vcs.com
(707) 446-1776 ext. 4040

Registrar

Katie Eads
katie.eads@go-vcs.com
(707) 446-1776, ext. 5010

ACADEMIC POLICY

VCHS Graduation requirements are specifically designed to meet and/or exceed the requirements for a UC/CSU school. Our program is designed for all graduates to be prepared to attend a four-year university, if that is the family's plan. Please see our Course Catalog for subject listings, available in the High School office.

Grading Scale

100–94	Excellent	A	4.0
93–90		A–	4.0
89–87		B+	3.0
84–84	Above Average	B	3.0
83–80		B–	3.0
79–77		C+	2.0
76–74	Average	C	2.0
73–70		C–	2.0
69–67		D+	1.0
66–64	Below Average	D	1.0
63–60		D–	1.0
59–0	Failure	F	0.0

Academic Progress Toward Graduation

In addition to the above, in order to remain at Vacaville Christian High School, a student must be making reasonable progress toward graduation. Reasonable progress will be viewed as credits in the required graduation curriculum as follows:

At the beginning of:

- 10th grade – a student must have a minimum of 50 academic credits.
- 11th grade – a student must have a minimum of 110 academic credits.
- 12th grade – a student must have a minimum of 180 academic credits.

Students who end the prior grade with fewer than the above “specified credits” need to enroll in an approved online summer course program (BYU or Silicon Valley High or in-person summer school at VCHS when offered). Academic Counseling must approve all classes taken by VCHS students from an outside source. VCHS reserves the right to require that specific courses be taken from our faculty.

Freshman UC/CSU Admissions Requirements for High School Students:

Source: http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html

If you will be applying for admission to the fall term or beyond, you will need to meet three minimum requirements:

- 1.) Complete 15 college-preparatory courses (“a–g” courses), with at least 11 finished by the end of your junior year. At a minimum, you must take:
 - a. History/Social Science 2 years
 - b. English 4 years
 - c. Mathematics 3 years
 - d. Laboratory Science 2 years
 - e. Language other than English 2 years
 - f. Visual and Performing Arts 1 year
 - g. College-preparatory elective 1 year
(chosen from the subjects listed above or another course approved by the university)
- 2.) Earn a GPA of 3.0 or better (3.4 if you’re a nonresident) in those courses, with no grade lower than a C.

Course Load

All 9th, 10th, and 11th grade students are required to take a minimum of seven courses each semester.

12th grade students may take a minimum of five courses per semester as long as all graduation requirements are met. We highly encourage seniors to take at least 6 classes, if not 7. Classes must be taken consecutively without a break in the schedule. Regardless of schedules, Chapel is required for all students.

English Placement Criteria

Students must have a minimum of 87% for the previous semester to enroll in Advanced English courses. At the end of the school year, VCHS Administration will review course prerequisites in light of final grades (shown as F2 in PowerSchool). If a student's grade does not meet the 87% requirement, the student's course schedule will be adjusted accordingly.

World Languages/Foreign Language Placement Criteria

Students desiring to advance to the next level in the foreign language program must complete the second semester of their current foreign language course with a grade of C- (69.5%) or above. Some students receiving a D+ or below should enroll in an accredited summer school program (BYU or Silicon Valley) to ensure readiness for the next level of World Languages or retake the course the following year. Successful completion/readiness is determined by the student earning a final course grade of 69.5% (C-) or above for ASL 1/2 and Spanish 1/2. Due to the advanced nature of study, 80% is required to move on to Spanish 3 or ASL 3.

Math Placement Criteria

A student must end the year with a grade of C-(69.5%) or better in order to have the course recognized by the UC system. If a student earns below a 69.5% (C-), it is recommended that the student retake the course. Students receiving a D+ or below may enroll in an accredited summer school program (BYU or Silicon Valley High) or VCHS summer school when offered, to ensure readiness for the next math level, or may take the course again the following school year in order to maximize their mastery and math foundation.

Advanced Placement (AP) Courses

AP courses are rigorous college-level courses. Some AP courses require a summer assignment which is due the first day of school. Students taking AP courses may expect an additional 30 minutes of homework per night for every AP course. Once enrolled in these courses, the student is expected to demonstrate outstanding scholastic effort including regular attendance and prompt completion of assignments. AP courses are weighted on a five-point scale: A = 5.0, B = 4.0, C = 3.0, and D = 1.0 (no additional point value) if a student takes the AP exam in May. If a student "opts out" of the exam, they will be graded on a traditional four-point scale.

Most AP students will take the AP exam in May. The cost per AP exam is set by the AP and College Board. Students who score a 4 or 5 on an AP exam will earn an A for the final grade for both semesters of the course (except for seniors, since we are unable to make those transcript changes at that time). Those students who take the AP exam (by "opting in" in

November) will not be required to take the second semester Final exam. If they choose to "opt in" and take the AP test, their final exam grade will be exempted.

All AP students must sign an "AP contract" when registering for the class at the beginning of each semester.

Considerations to Take AP Exam or Not

Teachers will either encourage or discourage students to take the AP exam according to the criteria below. Students and families should consider these criteria as well when making this decision:

- Current class grade
- Class attendance records
- Overall class achievement/performance
- AP benchmark testing data as appropriate

For Students / Families Who Opt NOT to take the AP Exam:

- Students would complete all of the same classwork and have the same graded requirements as they are to finish strong and get the most out of the class.
- Students would be required to take the Final exam. AP teachers plan to give AP-style final exams since these are AP classes, so their preparation in class will serve them well.
- Effective for the 2025-2026 school year, students who do not take the AP exam WILL NOT receive a weighted grade, but instead will be graded on a traditional four-point scale.

Students who opt out of the exam will not be charged for the exam and will be required to attend classes during the testing time.

College Courses

College-level classes from accredited colleges (that are transferable to a four-year university) will be annotated on the VCHS transcript as a weighted grade (like an AP class). College-level classes from an accredited college (that are not transferable to a four-year university) will be annotated on the VCHS transcript as if they were high school-level classes and will receive no extra weight for GPA.

Students may transcript a maximum of 40 credit hours (four, year-long classes) from an accredited college and have them count toward their GPA and class standing. It is the responsibility of the student (and/or his/her parent) to provide an official, sealed transcript from the college to the Registrar in order for the class to be recorded on the transcript. Dual enrollment must be approved by the high school administration in advance to ensure credits will transfer. 1 college unit=3 ½ high school units.

PowerSchool

PowerSchool is an Internet-accessible program that allows students and parents to see coursework, tests, grade schedules, attendance, daily updates, student account balances, and teacher comments. Both students and parents have a username and password that enable access. Parents and students are highly encouraged to check PowerSchool a minimum of once a week. If you need additional assistance with PowerSchool, please contact our office staff.

Schoology

Schoology is the learning management system that is used at VCS to aid in classroom instruction. All students will have access to Schoology, and parents will be issued login information in order to keep track of the digital platform for classroom technology. Schoology is not the official grading system of VCS but rather a tool in assisting classroom instruction.

Progress Reports and Report Cards

Progress reports are mid-quarter grade reports that can be accessed through PowerSchool. They will not be distributed but can be checked midway through each quarter, four times a year, and determine sport and extra-curricular eligibility.

Report cards can be accessed through PowerSchool at the end of each quarter and also determine sport and fine art eligibility.

Homework

Homework is assigned as a way to encourage student practice and reinforce learning which takes place in the classroom. It is typically assigned daily in most classes and should be completed on time and submitted on the due date.

Homework/Assignments When Absent

Whenever a student incurs an excused absence, he/she is responsible for finding out what assignments were missed by checking Schoology/PowerSchool and communicating with the teacher. Most assignments are posted in PowerSchool, which can be accessed from the school's website at www.go-vcs.com. These assignments must be made up according to the amount of time that was missed. Students have one day for each day that they missed to get their work turned in. For example, if a student is sick and absent for two days, the student has two days to make up for the missed work once he/she returns to school. If the amount of make-up work is overwhelming, the student must communicate with the teacher prior to the due date to request an extension.

Academic work missed due to truancy, unexcused absences, or suspensions cannot be made up and results in a grade of zero (0%). This includes tests and quizzes which are missed as a result of the above situations.

Whenever an absence is planned for a period of two or more days, it must be submitted for approval to school administration at least one week in advance of the absence. Once the absence has been approved, the student will circulate an assignment sheet to all of his/her teachers. A completed copy of the assignment sheet must be turned in to the office prior to the student's departure. All work missed is to be turned in to the teacher upon the day of return.

Students missing a class for a school-scheduled event (sports game, class field trip, etc.) follow the same guidelines as a pre-planned absence. Whenever possible, students are encouraged to turn in the classwork prior to the event.

Major assignments (such as tests and term papers) assigned 2 or more weeks in advance may not qualify for any makeup work days (check with your teacher). A student who is absent on the day of a test due to a pre-planned absence is required to take the test immediately upon his/her return.

Late Work Guidelines

- 1 day late: 25% off (the maximum grade that can be received for a perfect paper is 75%)
- 2 or more days late: 50% off (the maximum grade earned is 50%)

Occasionally, especially in math or foreign language, late work will not be accepted because homework is reviewed and answers are given in class the following day.

Major assignments (such as projects and term papers) assigned two or more weeks in advance may not qualify for the reduced credit scale listed above, but may have a more severe reduction of grade if they are accepted late.

Parents are asked to email the high school administration in the event of extenuating circumstances such as a medical considerations, ER trips, or a death in the family. Verification of the situation will likely be requested.

Incompletes

All “I” (incomplete) grades must be made up within the first two weeks of the following semester or the end of the school year. Any work not made up within 2 weeks will automatically receive a zero and will be averaged to obtain the final grade. No incomplete grade will be given the final semester without administrative approval. Students with an incomplete grade are not eligible to participate in athletics until the incomplete grade is resolved per CIF policy.

Academic Integrity

The principle rule of academic integrity is that each member of the school community will do his/her own work, to the best of his/her ability. Because Vacaville Christian seeks to develop responsible students and scholars, the school acknowledges the principle of academic integrity. Consequently, all forms of dishonesty, including plagiarism, cheating, copying another student’s work, or unauthorized use of AI in any form, are wrong, nonproductive, and contrary to the school’s educational objectives and the student’s best interest. Any breach of academic integrity will be addressed by the instructor, in consultation with HS administration, and will result in a failing grade (a zero) for the assignment and disciplinary action, leading up to but not limited to suspension. The student potentially may be removed from a course if it is an advanced or an AP class. Breaches of academic integrity:

- Directly copying even one problem of someone else’s work or copying from any other source. Allowing someone to copy your homework

assignment (even a small one) is the same as copying someone’s assignment yourself.

- Plagiarism, including AI, is the uncredited use of someone else’s words or ideas. When a student fails to correctly give credit to the author or originator of information or content, the student is representing the words or ideas as his or her own.
- Falsification (lying) is when an untrue statement is made or when elements of the truth are hidden or changed so that the truth is not recognized. Some examples of falsification include forging someone else’s signature and providing inaccurate information on a document.

Academic Probation Policy

Student academic progress will be reviewed every four weeks. Any student with two D’s, one or more F’s, or a GPA that falls under a 2.0 will be placed on either Academic Review, Academic Warning, or Academic Probation.

ACADEMIC REVIEW, WARNING, AND PROBATION

- **Academic Review** is a designation for students whose grades show two D’s, one or more F’s, or a GPA that falls under a 2.0 at the end of a four-week cycle.
- **Academic Warning** is a designation for students whose grades show two D’s, one or more F’s, or a GPA that falls under a 2.0 at the quarter grading periods.
- **Academic Probation** is a designation for students whose grades show two D’s, one or more F’s, or a GPA that falls under a 2.0 at the end of two consecutive quarter grading periods.

ACADEMIC REVIEW: Academic Review is a designation for students whose grades show two D’s, one or more F’s, or a GPA that falls under a 2.0 at the end of a four-week cycle.

Students on academic review will be required to meet briefly with the college counselor or vice principal and attend tutoring sessions for failing classes, with the instructor of the course in which the student has received a D or F, until the next review process. Any student who is late for or does not attend a tutoring session will have one after-school tutoring added to the end of their review period.

Rules for Tutoring Sessions:

- Students must bring their work.
- Students work quietly unless asking a specific question.
- Group work is not allowed unless directed by the teacher.
- Tutoring sessions are brief, so breaks are discouraged.
- Technology should be used solely for academic purposes. Cell phone use is not permitted.

ACADEMIC WARNING: Academic Warning is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the quarter grading periods. A student who earns two D's or one F at the quarter will be placed on Academic Warning for the next quarter. A student does not need to be on Academic Review to be placed on Academic Warning.

Academic Warning requires a student to:

- Attend a meeting with a parent and an administrator at the beginning of the probationary term.
- Meet with the administrator bi-weekly to review online grades, discuss current academic standing, and develop an academic plan for successful improvement.
- Schedule appointments with teachers as appropriate in order to improve.

Students on Academic Warning may participate in sports and co-curricular activities at the discretion of the Principal and/or Vice Principal.

ACADEMIC PROBATION: Academic Probation is a designation for students whose grades show two D's, one or more F's, or a GPA that falls under a 2.0 at the end of two consecutive quarter grading periods. A student does not need to be on Academic Warning to be placed on Academic Probation; any student with two or more F's is automatically placed on Academic Probation. Students who are on academic probation two semesters in a row will not be allowed to return to Vacaville Christian High School.

A student on Academic Probation must complete the same requirements as Academic Warning and may be asked to add additional tutoring hours.

Students on Academic Probation may not participate in athletics or co-curricular activities. Any student who wishes to attend a Vacaville Christian High School-sponsored dance while on Academic Probation is required to write a letter to the Principal. This letter should include which dance the student is attempting to attend and what progress is being made toward improving grades. This letter should be submitted within one week of the end of ticket sales.

Parents will be notified of a student's placement on Academic Review, Academic Warning, or Academic Probation by a letter from the Administration. The College Counselor will meet with students who receive multiple "D's" or an "F" in any course to devise a plan for making up the course.

Students are required to remediate any F in order to graduate from Vacaville Christian High School. Remediation of D's and F's should take place the semester or summer following the grade report.

Communication of Low Scores

When a student earns a grade of 73% or lower in a specific course, the instructor will email the parent(s). Please ensure that your email is correct in PowerSchool, and please respond to the teacher if you receive an email. Our desire is for parents to be aware of scores that could negatively impact their student's overall grade in a class.

Student Support Teams

A student support team (SST) is a private parent/teacher conference, set up to support an individual student at the request of administration, parents, or teachers. SSTs vary due to need, but generally consist of the parent(s), teachers, administrators, and the student. The goal of the SST is to provide clear help, direction, and support in areas such as academics, behavior, and motivation, and to provide help if there is an IEP/VCS accommodations request. While VCS is not required to make IEP recommendations, we do our best to meet the needs of the student where feasible. VCS provides accommodations as may be helpful/needed for students who have an IEP or a 504 from an outside agency. **Meetings will be conducted during normal school hours.**

Class Withdrawal/Changes

Students may request to add or drop classes during the first two weeks of the semester, depending on available class space and provided that all class requirements are met. Class changes require teacher, parent, and administrator approval and are generally approved for academic necessity only. After the second week, students may not add or withdraw from classes without the approval of the high school administration. Schedule change request forms are not guaranteed.

Textbooks

Students will be issued textbooks for the school year. Depending upon the course, students may use certain textbooks that must remain in the classroom and may download a digital copy onto their device for use at home or elsewhere. Each teacher will explain how their textbooks will be issued and how they expect the students to prepare for class.

Students will be held responsible for payment of lost, damaged, or stolen textbooks. Books returned at the end of the year with more than reasonable wear and tear will be charged a damage fee.

All textbooks must be properly covered by the student within three days of issuance. Only non-adhesive book covers may be used to cover books. Because books are the property of the school, it is the student's responsibility to make sure his/her books are properly covered and cared for during the year. VCS will purchase the novels required for English courses on behalf of the students. These novels will be the property of the student for the purpose of annotating within the text. Blackbaud Tuition accounts will be charged a one-time book fee of **\$40** for the required novels for these courses.

Final Exams

Final exams will be administered to all high school students at the end of each semester. The final exam constitutes 20% of the semester grade. No pre-approved absences will be granted during finals week. The administration reserves the right to consider any truly exceptional circumstances and make an adjustment if necessary. (*See section on Incomplete grades.)

Standardized Testing

National Standardized tests are administered in the fall and spring of each year. Due to the importance of this test, please avoid scheduling any activities that would remove your student during this time (i.e., dental appointments, vacations, etc.). In order to help evaluate our academic programs, these tests are required for all students. Missing a standardized testing day will constitute an unexcused absence.

The PSAT test will be administered to all 8th, 9th, 10th, & 11th grades. This test helps to prepare students for the SAT College Entrance examination that is usually taken beginning in the spring of a student's junior year. 8th & 9th graders take the PSAT 8-9 and the 10th & 11th graders take the PSAT.

Students in grades 9-11 will take the ITBS testing in the spring.

Awards and Honors

PRINCIPAL'S HONOR ROLL: Students with a 4.00 GPA for the semester.

PRINCIPAL'S LIST: Students with a 3.50–3.99 GPA for the semester.

HONOR ROLL: Students with a 3.00–3.49 GPA for the semester.

CHRISTIAN CHARACTER AWARDS / INSPIRATIONAL AWARDS:

Awarded to students who exhibit exemplary Christian character in various categories.

PERFECT ATTENDANCE AWARD: Awarded for attending every class, every school day during the school year. This award is given at the end of the year.

CALIFORNIA SCHOLARSHIP FEDERATION:

Recognizes high standards of scholarship and community service for California high school students.

NATIONAL HONOR SOCIETY: Students must meet standards in scholarship, leadership, service, and character via an application process in the fall.

VALEDICTORIAN AND SALUTATORIAN: The graduating senior with the highest cumulative GPA on the fourth-quarter progress report, and who has attended VCHS for a minimum of 3-years of high school, including their junior and senior year, is the Valedictorian.

This includes classes and college-level classes (max of 40 credit hours) they have passed and have annotated on their transcript. Student eligibility is based on full-time attendance at VCHS for at least three full years, including all of the 11th & 12th grades. In order for an international student to be eligible, he/she must have been a student at VCHS for all four years of high school (due to the difference in the way grades transfer).

The graduating senior with the second-highest cumulative GPA on the fourth-quarter progress report is the Salutatorian.

ATHLETIC LETTERS: Athletic letters are awarded by the VCS Athletic Director to those students who complete an individual sport's requirements. Athletic letters may be worn on VCS letterman jackets.

ATTENDANCE POLICY

Regular and punctual attendance is essential for a student's success in the classroom and is required by California state law. Parental support is essential in the matter of attendance. The activities and interactions of the classroom are of vital importance and cannot ever be adequately made up by a student.

Absences Protocol

If a student is absent from school, a parent or guardian should contact the **high school office** through emailing vchs-absences@go-vcs.com. If the absence has not been reported to vchs-absences@go-vcs.com, upon his/her return, the student must bring a note signed by the parent stating the date(s) and specific reason for the absence. An absence not excused by a note from the parent within three days of the student's return to school will be counted as an unexcused absence and shall be treated as such. A physician's note may be necessary to readmit a student if he was absent because of a communicable disease. Students may make up or turn in assignments upon return from a pre-approved absence without grade penalty if they do so within the authorized time period.

Attendance Policy Definitions:

1. Preplanned Planned Absence Procedures (PPX): Parents or guardians requesting a preplanned absence (PPX) for their student must submit the request via email 2 weeks prior to departure via vchs-absences@go-vcs.com.

Upon receipt of the request, the **high school office** will:

- Print a copy of the parent's absence request email.
- Prepare a **VCHS** PPX Course Documentation Sheet.
- Place both documents in a PPX folder for teacher review.

The PPX folder will then be routed to each of the student's teachers. Teachers are responsible for:

- Reviewing the requested absence.
- Documenting any assignments, projects, quizzes, tests, or other coursework the student will miss.
- Signing the PPX Course Documentation Sheet once their section has been completed.

After all required teacher signatures have been obtained, the folder will be forwarded to the **Vice Principal**.

The **Vice Principal** will meet with the student to:

- Review academic expectations during the absence.
- Verify the student understands all assignments and responsibilities.
- Answer any questions regarding missed coursework.
- Provide final approval of the PPX request.

Once approved, the completed PPX documentation will be returned to the **high school office** for filing, and the student may begin completing assigned work according to the expectations established by the classroom teachers.

Note: Approval of a preplanned absence does not excuse students from completing coursework or meeting assignment deadlines unless otherwise communicated by the classroom teacher. Students are responsible for all missed academic work and are expected to remain current with their classes throughout the approved absence.

2. Excused Absences: These are absences resulting from illness, doctor or dental appointments, a death in the immediate family, school-approved absences,

or other absences excused by the administration. Please communicate with the **high school office**.

- **Doctor or Dentist Appointment:** Communication from parents is necessary on the day of the appointment. Please coordinate with the office staff before departure and upon return. Please ensure that your student is signed in and out of the office when leaving and returning.
- **Vacations or Family Trips:** Please secure a Pre-planned Absence Form in the office a week in advance of the absence if your trip will be in excess of 2 days in length.
- Students will be given assigned work to complete during their absence. All work will be due on the first day the student returns to school. In some cases, the student will be instructed to check Schoology for work that was missed during the absence. Communication via email with the student's teacher(s) is encouraged.

3. Unexcused Absences: Zero credit is given to students for work during an unexcused absence, although the work may be required by the teacher.

4. Truancy: Truancy is defined as a student being absent without the prior knowledge and approval (obtained through a parent phone call or email to the school) of the school administration. Truancy is considered an unexcused absence with no opportunity to make up work. **All missed assignments and tests will result in a zero, and the student will be suspended.**

5. Field Trip/School Activity Absences :

An absence from any class because of a field trip or school-sponsored activity (athletics, conferences, performances, etc.) will be recorded as a "school activity excused" on the student's attendance record and does NOT count towards the student's overall absences.

6. Excessive Absences: A student will not receive credit in a course in which he/she has exceeded twelve (12) absences in a semester, excused and unexcused combined. This includes absences for medical appointments and illnesses. In such cases, credit recovery will be required. The student may be required to make up hours after school or at a Saturday School (fee applies).

If there are extenuating circumstances (major family crisis or illness, for example), contact the **Principal** to seek an exemption. Absences can be viewed through PowerSchool.

Activity Participation Attendance Requirements

Any student participating in athletics, cheerleading, jazz band, choir, or any other school-sponsored event must be in class at least six periods on the day of the activity; otherwise, the student will not be allowed to participate. If the event occurs on a weekend or non-school day, the student must attend at least six periods on the day prior to the event, or the day closest (if the event is on a Monday and there is no school, the Friday prior will be the determining day).

Tardy Policy

A student is considered tardy to class if he/she is not seated in the classroom at the start of class. Students are expected to attend class fully prepared with the materials needed for class. Students will be considered tardy if they must return to their lockers for materials.

Excused tardy - A family emergency with a parent note or doctor/dentist note is an example of an excused tardy.

Unexcused tardies - The following consequences are to be applied:

- First offense - Grace is given
- Second offense - Student will be assigned a teacher detention, per class, per quarter
- Third offense and subsequent offenses - Student will be assigned an All-School detention (per class, per quarter). All-school detentions will be assigned for each subsequent tardy accumulated in each class. Three(3) All-School detentions will result in a Saturday school session. There is a \$40 fee for each Saturday session.

Unexcused Tardy Policy

Students who accumulate six (6) unexcused tardies across all classes during a semester will be assigned an All-School Detention.

For each additional unexcused tardy after the sixth, the student will receive an additional All-School Detention.

If a student accumulates three (3) All-School Detentions for unexcused tardies within the same semester, they will be assigned Saturday School.

Should these corrective measures fail to produce a change in behavior, the student's attendance and punctuality will be subject to an administrative review, which may result in additional disciplinary action or the implementation of an individualized attendance improvement plan.

STUDENT LIFE

As a faith-based school, our policy is to address issues in accordance with God's Word by utilizing the steps found in Matthew 18. The high school administration is here to help resolve any difficulties you are not able to resolve by following these steps. As such, participation in an action that would shine a negative or derogatory light on our school, its employees, or its students may be grounds for disciplinary action. Slander, libel, gossip, harassment, and generally rude behavior are not acceptable and may result in consequences as appropriate by administration. If you have a problem you need help with, please go to the high school office for assistance.

Student ID cards

All VCHS students are issued a student ID card that enables them to purchase lunch. ID cards that are lost or destroyed must be replaced for a \$5.00 fee. Juniors and Seniors who have been approved for off-campus lunch on the designated days will have a special sticker attached to the back of their ID card that must be shown upon leaving the building for off-campus lunch.

Email Accounts

All HS students are assigned a student email account by the school. The email account format is the student number @go-vcs.com. For example, 12345@go-vcs.com. The password for the email account is the same as the student's password for PowerSchool, Schoology, and network access. The expectation is that the email account is accessed daily.

Lockers

Student lockers/locks are the property of the school and are provided as a service for the students to secure their belongings. If deemed necessary, school authorities may search any locker at any time without the permission of the student.

- Students are required to furnish their own combination locks for PE lockers (9th graders) and provide the PE teacher with their locker combinations.
- The school is not responsible for lost, stolen, or damaged goods belonging to the student. It is unwise to leave valuable items in your locker, to share your combination, and leave your locker unsecured. Keep valuable items at home.

Damaged or Defaced Property

School facilities, books, desks, lockers, etc. are provided for the use of the students. Damaging and defacing such property is unacceptable. Students and their parents are responsible for damage incurred to school property whether intentional or accidental. This also includes lost or damaged textbooks. Intentional damage to school property will result in further disciplinary actions.

Lunch

High school students may eat in the following supervised locations only:

- Multi-Purpose Room
- Picnic area directly behind the high school building or the high school Student Lounge
- Picnic tables by the snack shack, under the solar panels
- Grass practice field to the west of the high school building
- Classrooms during tutoring, club/activity meetings with teacher supervision

Off-Campus Lunch

If juniors and seniors have an off-campus permission form on file in the high school office, they are allowed to go off campus on Wednesday. Only seniors are allowed to go off campus for lunch on Thursdays. Any unauthorized students leaving campus for lunch are subject to disciplinary action.

The following rules apply at all times to juniors and seniors eating lunch off-campus:

- Students must have a permission slip (signed by a parent and the student) on file in the office.
- Students must obtain the necessary sticker to be placed on their ID card.
- Student drivers must drive safely at all times or risk losing their off-campus lunch privilege.
- Students may not go to any other public or private school during lunch.
- Students must be on time to class after lunch.
- Students are expected to behave in a respectful manner while off-campus.

The following disciplinary action will apply:

- First offense–Loss of two weeks of off- campus lunch
- Second offense–Loss of four weeks of off-campus lunch
- Third offense–Permanent loss of off-campus lunch

Freshman and Sophomore students will be suspended from school if they participate in off-campus lunch. The junior/senior driver will also be suspended for driving the underclassman.

Student Driver Guidelines

Students driving to school are to park only in designated areas. The use of an automobile by a student is under the supervision of administration (as it pertains to behavior, driving, and parking on campus at any time) and may be restricted or forbidden.

Requirements Include:

- All student drivers must possess a valid California Driver's License and sufficient insurance coverage as required by law to operate a motor vehicle on the VCS campus. Copies of both must be attached to a signed parking permit application.
- Students will be assigned a specific area to park and may not park in any other location.
- Student drivers must complete an application (parent signature is required) and pay a \$5 fee

to obtain a parking permit sticker. This parking permit sticker is required in order to park on campus.

- Students may not give or loan their parking space or parking sticker to anyone else.
- Students are not permitted to drive across campus during the school day.
- Violations of any parking provisions may result in fines, being towed away, or revocation of the parking permit.

Driving During School Hours:

Students are not permitted to drive across campus during school hours. Once they are parked in their spot, they must leave their car unless given permission to move it. Students may drive their cars to off-campus lunch provided there is a signed permission /waiver form in the high school office. Driving policies include non-motorized vehicles such as skateboards, bikes, and scooters.

Student Leadership: Associated Student Body (ASB)

The high school ASB includes a President, Vice-President, Spiritual Life Coordinator, Secretary, Treasurer, Parliamentarian, Sports Advisor, two Social Chairs, Grade-level Representatives, Tech Coordinator, International Representative, and two Rally Coordinators.

All students desiring consideration for one of these positions must submit an application to the ASB Advisor, give a speech as part of the election process, and share their Christian testimony as a portion of that speech. Please see the ASB constitution for details on participation in ASB. Elected students are required to take the ASB class as one of their elective periods.

Social & Sporting Events

Events can be found on our calendar page at www.go-vcs.com. VCHS students are generally allowed, for a minimal charge, into regular league games for athletics if they show their VCS student ID card. For play-off or championship games, students are required to purchase tickets. VCHS hosts dances and social events each year, with a cost per student for each event. Some social events are open to guests who are in good standing at their schools. Students desiring to invite a student from another school must obtain a Guest Pass from the office, get it signed by

all parties, and return it to the high school office for approval no later than three full school days prior to the social event.

Field Trips (Academic and Service)

Field trips are approved by the administration and are valuable for all students to attend. Field trip participation and related assignments constitute a significant portion of the course grade, and make-up work is typically required if absent.

1. Students must turn in a parent-signed permission slip prior to departing for the field trip. Academic work due that day should be submitted in advance.
2. A completed field trip permission slip is required to attend.

Clubs

VCCHS offers a wide variety of clubs for students to be involved in. Each club must have a VCCHS staff member as its sponsor, and the sponsor must be present in order for the group to meet or attend an activity, for safety and supervision. VCCHS-developed clubs are open to all students to attend as appropriate by interest, grade level, or gender. If a student is interested in starting a new club, he/she should seek a faculty advisor who agrees to be the sponsor for the club, write up a brief proposal about the club, and then make an appointment to discuss the proposed club with the high school principal.

Eighteen-year-old Recognition

When a student reaches the age of 18, the school continues to recognize the parents or guardians as the final authority.

While the student remains enrolled at VCS, he/ she must obey the rules and policies established by VCS. Students may not excuse themselves from school, sign their own permission slips, or write their own notes/excuses.

DRESS CODE

Vacaville Christian School believes that a student's appearance has an impact on his or her attitude at school. Respect for our Christian school community, for the students themselves, and for the collective learning environment is demonstrated by an attitude of "dressing up" rather than "dressing down" for the

"job" of being a student. Our dress code is based on communally shared school learning environment standards. Our goal is to balance 1) institutional preference with 2) freedom of personal choice to achieve a quality academic learning environment. The educational purpose of VCCHS dress code is for students to practice how to make personal attire decisions within the boundaries of a community's expectations.

The dress code also supports an educational environment that promotes unity among students and avoids a segmented student body. The purpose is to disallow attire representing images, messages, or other meanings that are inconsistent with representing the Vacaville Christian Philosophy of Christian Education. Thank you for partnering with us in instilling these principles into the choices made by your students. By working together—students, parents, and staff—we create a culture where self-expression and responsibility go hand in hand. We're excited to partner with families in training students.

Dress Code for VCCHS Students:

Pants/Bottoms:

- Jeans, khakis and shorts are all considered acceptable dress, but should be free of holes, fraying or tears.
- Logoed sideline gear (Nike, Adidas soccer pants, warmups) is allowed but should fit appropriately (not too tight or baggy).
- Basketball or golf shorts may be worn.
- Sagging pants are not allowed.
- Pajama pants are not allowed. (except for spirit week)
- No excessively tight pants.
- No leggings or yoga pants.
- Shorts (boys/girls) or skirts/dresses (girls) must be no shorter than 4" above the knee.

Tops:

- Collared shirts, polo shirts, sleeveless tees/tank tops (straps/cap sleeves at least 4 inches wide), and tee shirts are allowed.
- Shirts should fall below the belt loops of pants even when hands are raised.

- Any VCS and professional/college logo shirts or jerseys are allowed.
- Any shirt that shows inappropriate wording or pictures, deeming them offensive or divisive in nature, should NOT be worn.
- Wearing graphic tees with political rhetoric/slogans is not permitted.
- Clothing with content contrary to the standards of VCS is not permitted.
- Band shirts are not permitted.
- No off-shoulder shirts permitted.)

Hairstyles

- Boys may have facial hair that is short and kept neatly trimmed.
- Hair may not be tinted or dyed with colors that are not naturally occurring hair colors.
- Extreme hairstyles are not permitted.

General Guidelines for All Students:

- No blankets allowed at school.
- Shoes must be worn at all times. No house slippers will be allowed.
- Girls may wear earrings (max of 3 per ear). A single modest, stud or small ring nose piercing is allowed.
- Boys may wear a single stud earring, but no nose rings, gauges, or other piercings.
- No tongue, eyebrow piercings, nor gauges will be allowed for boys or girls.
- Fingernail polish may be worn by girls only.
- Hats are allowed if the brim is worn forward and if it is logoed appropriately. Hats should be removed at the request of a staff member. Hats should be removed before entering Chapel. Brimless hats are also allowed. Hats may not be worn in a manner in which the eyes are hidden.
- Sunglasses may not be worn indoors - including extra-curricular activities. *except with doctor's note
- The hood portion of a sweatshirt may NOT be worn in class or in chapel.

- Bandanas, durags, and hairnets are not allowed for either boys or girls. Chains or accessories with protruding objects may not be worn (ie spiked bracelets, dog collar necklaces).
- Combat or steel-toed boots are not allowed.
- Clothing with political themes is not allowed.
- Band shirts are prohibited.
- Visible tattoos are not allowed for boys or girls.
- Hair may not be extremely dyed.
- For all students, clothing must be modest. If the student cannot easily and comfortably bend over/move freely while staying fully covered, then it is not appropriate for a high school campus or event. Undergarments should be covered by clothing at all times.

*The dress code applies throughout the instructional day, including field trips or other activities during school hours. For after-school activities, including athletic events, VCS modesty and decency standards always apply.

If students are out of dress code, they will be encouraged to call home and ask for a change of clothing to be brought for them. In the event it is not possible for a parent to bring a change of clothing, the office staff will do their best to issue appropriate clothing (i.e., PE shirts, shorts, sweats) and will, of necessity, need to charge the student's account for a shirt or shorts.

In addition, the student may receive a consequence (usually detention) for being out of dress code. The first time a student is out of dress code, the student will receive a warning. Every time thereafter, a student will receive an all-school detention. Repeated offenses will be given increased consequences by the high school administration.

Required PE Clothing

A VCHS physical education uniform will be required of all boys and girls enrolled in 9th-grade PE or in the Strength and Conditioning class.

Special-Event Attire **Boys:**

- Tuxedo
- Suit and tie, dress shirt

- Dress pants, khaki pants
- Clean shoes allowed/Dress shoes

Girls:

- Short Dresses— All dresses, skirts and shorts should be no shorter than 4" above the knee (front and back)
- If the dress is "fitted and snug," it must remain no shorter than 4" above the knee throughout the event and not "ride up," or the student will be considered out of dress code.
- Long Dresses—Slits no Shorter than 4" above the knee.
- Blouse/dress pants
- Bodice of the dress criteria:
 - No open midriff or holes that show midriff
 - No cleavage showing when standing or bending over
 - If the back of the dress is open, it may not be open below the waist.

If you have questions about a particular dress, you may bring it to the school office ahead of time for approval. Students who have violated the dress code policy previously, may be required to get clothing approved prior to the event. Failure to observe these guidelines may result in a person being asked to leave the event and a phone call being made to the parent. If a student is asked to leave an event due to inappropriate attire, the ticket for the event will not be refunded, and the student may face disciplinary action. Administration reserves the right to make final decisions in all matters related to dress code.

CONDUCT AND DISCIPLINE

VCS students are expected to conduct themselves in a manner that honors Christ, respects others, protects the learning environment, and reflects well on the school community. Students are accountable for their conduct while on campus, at school-sponsored events, while participating in athletics or extracurricular activities, during school transportation, through school-related digital communication, and in off-campus conduct that significantly impacts the safety, reputation, or community life of VCS.

Disciplinary matters are handled by school administration with consideration of the nature of the offense, the student's age and maturity, the student's disciplinary history, the impact on others, the safety of the school community, and any relevant mitigating or aggravating circumstances. Disciplinary responses may include, but are not limited to:

- Correction
- Parent communication
- Detention
- Loss of privileges
- Restitution
- Behavioral probation
- Suspension
- Removal from activities or athletics
- Recommendation for expulsion.

Examples of conduct violations include, but are not limited to:

- Tardiness
- Dress code violations
- Inappropriate cell phone, iPad, computer, or device use
- Gum chewing
- Forgery
- Disrespect
- Disorderly conduct
- Violation of the hands-off policy
- Inappropriate public displays of affection
- Cheating
- Lying
- Stealing
- Harassment
- Bullying, including cyberbullying
- Profanity or vulgar language
- Racist comments, actions, images, or symbols

- Other behavior that disrupts the school environment or violates VCS standards

Prohibited Items and Serious Misconduct

The following items and actions are prohibited and may result in serious disciplinary consequences, including and up to expulsion:

- Weapons of any kind, including look-alike weapons
- Drugs, alcohol, vaping products, tobacco, nicotine products, marijuana/THC products, controlled substances, or related paraphernalia
- Possession, misuse, sharing, or distribution of prescription or over-the-counter medication
- Medications that have not been checked into the school office
- Matches, lighters, or anything intended to produce a flame
- Inappropriate photographs, videos, images, messages, or digital content
- Taking photographs or videos of students or staff without permission from administration or faculty
- Taking, posting, or sharing photos or videos intended to embarrass, mock, harass, intimidate, or harm another person
- Bullying of any kind, including cyberbullying
- Harassment, threats, intimidation, or targeted mistreatment
- Racist comments, actions, images, or symbols
- Profanity, vulgar language, or sexually inappropriate language or behavior
- Laser pointers
- Skateboards, roller skates, scooters, or similar items unless specifically approved by administration
- Any item or action that threatens safety, disrupts the learning environment, or undermines the standards of the VCS community.

Drugs, Alcohol, Vaping, and Related Substances

In addition to the schoolwide Drug, Alcohol, Vaping, and Campus Safety Policy (see page 20), VCS treats the following as major disciplinary matters:

- Drugs
- Alcohol
- Vaping products
- Tobacco
- Nicotine products
- Marijuana/THC products
- Controlled substances
- Prescription or over-the-counter medications used improperly
- Related paraphernalia

Students may not:

- Possess these items.
- Use these items.
- Be under the influence of these substances.
- Bring these items to campus or to a school-sponsored activity.
- Distribute, sell, share, provide, or attempt to provide these items to another student.
- Be otherwise involved with these items in a school-related context.

This standard applies:

- On campus
- At school-sponsored events
- During athletics or extracurricular activities
- During school transportation
- In any school-related context

A violation may result in immediate administrative action, including but not limited to:

- Removal from class, activities, athletics, or events

- Parent notification
- Suspension pending investigation
- Loss of privileges
- Removal from athletics or extracurricular participation
- Behavioral probation
- Mandatory support, accountability, or follow-up measures
- Recommendation for expulsion

The following will ordinarily result in a recommendation for **expulsion**, unless the Head of School determines that significant mitigating circumstances warrant an alternate response:

- Distributing, selling, sharing, or providing drugs, alcohol, vaping products, controlled substances, or related paraphernalia
- Bringing drugs, alcohol, vaping products, controlled substances, or related paraphernalia to campus or to a school-sponsored activity
- Attempting to provide or make available any such item to another student
- Being involved in conduct that creates a significant safety concern for students or the school community

VCS reserves the right to involve law enforcement, medical personnel, or other outside authorities when required or appropriate.

Teacher and All School Detention:

If students are engaged in inappropriate behavior or a responsibility issue arises, a teacher may assign the student a teacher detention. This gives the teacher an opportunity to mentor the student and help him/her correct their behavior. This is a 20-30-minute detention. If the student's behavior remains unchanged, the teacher may call the student's parent and/or issue an all-school detention.

If the behavior or responsibility issue persists, a higher level of consequence will be given, and involvement by the HS administration and/or parent (per conference or phone call) could take place.

An all-school detention is a consequence in which a student has not improved his/her behavior, or a more serious or consistent offense has taken place. There

are, however, times when the student is assigned multiple all-school detentions for one offense.

An all-school detention is served after school for 1 hour. Students may reschedule an all-school detention with the high school office if an urgent issue arises and the student cannot serve his/her assigned detention. Detention will not be reassigned in order to participate in sports or extracurricular activities. Students get one reschedule per detention.

If a student fails to show up to a scheduled detention, he/she will have to make up that detention and will be assigned an additional all-school detention. Failure to complete all-school detentions may result in the student being assigned Saturday School and/or a conference between the student, parent, and administration.

Saturday School

Saturday School results from the accumulation of three or more all-school detentions. Students may be assigned to a morning session of clean-up or room duty on a Saturday morning from 8-11. Students must arrive on time and must serve the entirety of the session. A \$40 fee is charged for attendance at Saturday School.

Suspension

A suspended student may not participate in school life during the suspension period, including but not limited to:

- Attending class
- Attending chapel
- Participating in school functions
- Participating in athletics
- Attending practices, games, performances, field trips, retreats, or events
- Being present on campus unless specifically permitted by administration

Suspension may be:

- In-school
- Out-of-school

Suspension is usually assigned for a period of one to five school days.

During a suspension:

- Students are responsible for completing assigned work so that learning does not suffer.
- Academic credit for work missed or assigned during the suspension will be determined by administration in consultation with the teacher.
- Credit may be reduced or denied depending on the nature of the disciplinary matter.
- Additional requirements may be assigned before the student returns to regular participation.

Expulsion

The Principal may recommend expulsion to the Head of School when a disciplinary situation warrants such a consequence. Expulsion authority rests with the Head of School.

High School Device Expectations

High school students may possess cell phones on campus, but cell phones are not to be seen, heard, or used during class time, chapel, lunch, or passing periods unless specifically permitted by a teacher or administrator. Earbuds may be used before school and after school only.

Devices, including computers and iPads, may be used only at appropriate times and as directed by the teacher. Students may not use electronic devices during emergency drills unless specifically instructed by school personnel.

If a cell phone, computer, iPad, or other device is used at an inappropriate time or in an inappropriate manner, it may be turned in to the high school office and picked up at the end of the school day. Detention or other consequences may be assigned. Repeated inappropriate use may result in the loss of the privilege of carrying the device on campus and a conference with administration.

Safety & Security of Students & Staff

Safety and security of our students and staff are paramount to our mission at VCS. VCHS retains the right to search student bags, lockers, and persons and may use K-9 detection services to ensure the safety of our campus.

CARPOOL POLICIES

Pick-up After School is Released

1. High school students may be picked up in front of the high school building. The traffic flow dictates that all pick-up traffic comes onto the high school campus through the entrance closest to Paden Park and drives in front of the high school for pick-up before exiting through the exit closest to Will C. Wood.
2. Parents are permitted to park and walk up to the students' designated drop-off/pick-up location. (in the section in front of the high school doors)
3. Students are permitted to walk to their cars once they are in front of the high school, as long as their cars are accessible from the front sidewalk, without crossing traffic, and the staff on duty indicates that it is safe to cross.
4. High school students who drive to school may leave the campus when their school day is over, paying careful attention to all passenger and vehicle traffic, and following the directions of those working carpool.
5. Cell phone usage is not allowed while driving on campus.
6. Drop-off and pick-up in the parking area is prohibited.

SPIRITUAL LIFE

Bible Classes

All VCHS students are enrolled in a Bible class every year.

We openly evangelize and discipline our students and encourage all students to grow in their relationship with Jesus Christ and in their commitment to Him.

Chapel

On Wednesdays, all VCHS students attend Chapel at the beginning of the school day. Students report to periods 1 through 3, and then go to the sanctuary of First Baptist Church for Chapel. All students are required to attend Chapel every week. Students may not drive to Chapel because it conflicts with the middle and elementary school programs, and is an unauthorized time of driving during the school day.

Retreat

This is an off-site activity held annually in September at Mount Hermon Christian Conference Grounds. It is required for all students to attend unless administrative permission is granted due to extenuating circumstances such as medical necessity. All appropriate school rules are enforced at retreat. In cases of misbehavior, parents are called to pick up their students, and students may be prohibited from participating in future extracurricular activities. If a parent is unable to pick up the student and staff needs to drive the student home, the parent will be responsible for covering the time and cost of transportation and will be billed accordingly. There will be a follow-up meeting with administration at the conclusion of the retreat to discuss further disciplinary actions.

Service Hour Requirement

Each high school student is required to perform twenty hours of community service per year, which is tracked through the Bible classes. All hours must be recorded and approved through the online X2Vol portal.

Students must perform a minimum of ten hours per semester, although they are allowed to work ahead beginning the summer previous to the school year. The service hour requirement counts as 15% of each semester's Bible grade. Service hours for the semester are due no later than the day of the final exam.

Missions Projects

VCHS actively supports mission projects. There are club and grade-level projects throughout the year. As a school, we also participate in food, toiletries, jackets, and/or blanket drives in support of organizations like the Vacaville Storehouse, Mission Solano, Alpha Crisis Pregnancy Center, and The Leaven.

Bible Studies, Prayer Groups & Discipleship Groups

These groups are sponsored by our high school staff and are open to all students desiring to participate. Some groups may be gender-specific and are only available to those students of that gender. There are occasionally guest/youth pastors from local churches who visit students for Bible studies during lunchtime.

HOME2SCHOOL HYBRID HOMESCHOOLING PROGRAM

The Home2School (H2S) program partners with homeschooling families by providing a flexible, Christ-centered educational experience. Parents remain the primary educators and are responsible for instruction completed outside of VCS. Unless specifically addressed in this section, all policies contained in this handbook apply to Home2School students while participating in any VCS class, activity, athletic program, or while on campus.

Enrollment and Planning

Home2School students are enrolled on a part-time basis and may register for individual courses based on grade level, prerequisites, course availability, and administrative approval.

Home2School enrollment for the following school year opens each January. Home2School families must notify the Admissions Office of their intent to return to the program for the following school year. Returning families may notify the Admissions Office by email at Admissions@go-vcs.com or in person. Home2School participation may be limited, and families are encouraged to notify the Admissions Office prior to March 1 to receive priority consideration for the following school year. New families must complete the standard admissions and enrollment process.

Upon enrollment, the Admissions Office will connect each Home2School family with the Home2School Coordinator, who serves as the primary resource for program support, scheduling, and ongoing guidance. Families pursuing the VCS Diploma Option will also work with the Home2School Coordinator or the High School College Counselor, as outlined in the current Home2School Tuition Guide.

Campus Access

Home2School students should arrive shortly before their scheduled class(es) or approved school activity and depart promptly upon the conclusion of their scheduled class(es) unless participating in a school-sponsored activity or unless prior approval has been granted by school administration.

Home2School students may not remain on campus during unscheduled periods between classes. Students with gaps in their daily schedule are expected to leave campus and return shortly before

their next scheduled class or approved school activity.

The school reserves the right to establish campus supervision guidelines and determine appropriate campus access to ensure student safety and minimize disruption to the instructional environment.

Athletics and Student Opportunities

Participation in athletics, student leadership, clubs, retreats, and other school-sponsored activities is subject to the requirements outlined below.

Athletics

To participate in CIF-sanctioned athletics, high school Home2School students must be enrolled in a minimum of four (4) VCS classes each semester and meet all VCS and CIF academic and eligibility requirements.

Student Leadership (ASB)

Students serving in ASB Leadership must also be enrolled in a minimum of four (4) VCS classes each semester.

Student Activities

Home2School students may participate in approved clubs, Fine Arts Conservatory programs, retreats, field trips, and other school-sponsored activities, provided they meet any participation requirements established by the school and pay any associated fees.

Participation in certain activities may be limited by enrollment status, participation requirements, available space, or applicable school policies.

VCS Diploma Option

Enrollment in the Home2School program does not automatically place a student on the Vacaville Christian School diploma track.

Students who wish to earn a Vacaville Christian School diploma must:

- Meet all VCS graduation requirements.
- Complete the required Bible coursework.
- Complete at least 75% of their high school coursework at VCS to qualify for class rank and graduation honors.

- Meet with the Home2School Coordinator or the High School College Counselor to establish an approved graduation plan, as outlined in the current Home2School Tuition Guide.

Please refer to the Graduation Requirements section of this handbook for complete diploma requirements.

Tuition and Additional Fees

Home2School tuition is assessed on a per-course basis according to the current Home2School Tuition Guide.

The following are not included in tuition and will be billed separately, as applicable:

- Annual High School Retreat: Home2School students are encouraged to attend the annual retreat. Students who participate will be billed the applicable retreat fee.
- Advanced Placement (AP) Exams: Students enrolled in AP courses may participate in AP testing. AP examination fees are billed separately.
- Standardized Testing: Home2School students may participate in the PSAT and Iowa Assessments. Applicable testing fees will be billed separately.
- Athletics: Participation fees are additional and vary by sport.
- Optional Programs and Activities: Additional fees may apply for select school activities, graduation activities, and other optional programs.

Please refer to the current Home2School Tuition Guide for tuition rates and other applicable fees.

Communication

Parents and students are responsible for regularly monitoring PowerSchool, Schoology, school email (including newsletters), and other communication platforms used by VCS.

**“FOR WISDOM WILL
ENTER YOUR HEART,
AND KNOWLEDGE
WILL FILL YOU WITH
JOY. WISE CHOICES
WILL WATCH OVER YOU.
UNDERSTANDING WILL
KEEP YOU SAFE.”**

(PROVERBS 2:10-11 NIV)





Questions? Call our High School Office.

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